



NOTICE/AGENDA

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

This is a teleconference and zoom meeting only. There is no physical location being made available to the public. Per [EXECUTIVE ORDER N-29-20](#), teleconferencing restrictions are waived during the COVID-19 pandemic. Therefore, committee members are not required to list their remote locations and members of the public may participate telephonically or by Zoom from any location. Accessible formats of all agenda and materials can be found online at www.scdd.ca.gov.

JOIN ZOOM MEETING: <https://bit.ly/JuneExec2020>

MEETING ID: **937 2430 8386**

OR

JOIN BY TELECONFERENCE: (VOICE ONLY)

CALL IN NUMBER: **(888) 475-4499**

MEETING ID: **937 2430 8386**

DATE: June 16, 2020

TIME: 10:00 AM – 1:00 PM

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. Each person will be afforded up to three minutes to speak.

Item 5. APPROVAL OF APRIL 2020 MINUTES

All


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Item 6. EXECUTIVE DIRECTOR REPORT

Aaron Carruthers, SCDD Executive Director

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Item 7. APPROVAL OF EMPLOYMENT FIRST COMMITTEE (EFC) ANNUAL REPORT

*Wesley Witherspoon, EFC Chair and
Cindy Smith, Deputy Director of Policy and Public Affairs*


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Item 8. SCDD BUDGET UPDATE

Douglas Sale, Deputy Director of Administration

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Item 9. SPONSORSHIP REQUEST

Douglas Sale, Deputy Director of Administration

A sponsorship request from Special Needs Resource Foundation of San Diego will be presented for consideration.


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Item 10. EXECUTIVE DIRECTOR EVALUATION TOOL AND TIMELINE

Douglas Sale, Deputy Director of Administration


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Item 11. DISCUSSION: COVID-19 IMPACT ON THE COUNCIL

All

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Item 12. ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the Executive Committee is scheduled for August 11, 2020.

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Accessibility:

Pursuant to Government Code Sections 11123.1 and 11125(f) and Executive Order N-29-20 (this Executive Order can be found by clicking the link on page one of the agenda or typing <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf> into your web browser), 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 Charlotte Endres at (916) 263-8184 or charlotte.endres@scdd.ca.gov. *Please provide at least 3 business days prior to the meeting to allow adequate time to respond to all requests.*

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

JUNE 16, 2020

**AGENDA ITEM 5
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Approval of April 2020 Minutes

Minutes from the April 14, 2020 Executive Committee meeting are included in the packet for review. Committee members will vote on whether to approve the minutes.

Action Recommended
Approve the April 2020 Minutes.



DRAFT

Executive Committee Meeting Minutes

April 14, 2020

Members Attending

Jeana Eriksen (S.A.)
Julie Austin (F.A.)
Kara Ponton (S.A.)
Lee Bycel (F.A.)
Maria Marquez (S.A.)
Wesley Witherspoon (S.A.)

Members Absent

Kilolo Brodie (F.A.)

Others Attending

Aaron Carruthers
Adam Lewis
Charlotte Endres
Cindy Smith
Douglas Sale
Michelle Heid (public)

1. CALL TO ORDER

Executive Committee Chair Julie Austin called the meeting to order at 9:12 A.M. This was the first Executive Committee meeting to be held remotely using the Zoom platform.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

Michelle Heid of Pathways to Advocacy, LLC thanked the Committee for being open for public attendance and commended the work and resources that the Council has been sharing with the community in response to the current health crisis.

5. APPROVAL OF THE FEBRUARY 2020 MEETING MINUTES

It was moved/seconded (Witherspoon [S.A.]/Bycel [F.A.]) and carried to approve the February 2020 meeting minutes. (For: Austin, Bycel, Eriksen, Ponton, Witherspoon. Not available: Brodie, Marquez)

6. EXECUTIVE DIRECTOR REPORT

Executive Director Aaron Carruthers provided Committee members with an oral report on his recent activities and some of the priorities for the State Council. In early March, SCDD staff moved into a telework (work from home) plan due to COVID-19. Staff has been focused on in-reach, information and advocacy. SCDD Regional Offices have been doing daily community in-reach to find out what has been happening and what everyone needs. Many people have expressed concerns over health care and other resources being rationed in the I/DD community. Staff have been connecting people with needed resources in plain language. The Council also wrote letters to the Governor as well as Congress and House leaders in California, outlining concerns and asking for increased funding and access to PPE (Personal Protective Equipment).

The Council has also been focusing on addressing information gaps and keeping people informed about how to stay safe from COVID-19. Some of the activities have included working on plain language resource guides and putting out information to help people access CalFresh and unemployment benefits right now. There have been worries about the effects of social isolation, raised stress levels, neglect, abuse and violence. SCDD is working to get the I/DD community into the Governor's Neighbor-to-Neighbor initiative soon.

There have been many concerns about IHSS (In-Home Support Services) and their response to the COVID-19 crisis. Every county in California must now have an emergency pool of care providers. Additionally, the Department of Developmental Services (DDS) has been working on thinking ahead and using flexibility from the Governor to arrange creative ways for regional centers to provide services.

Lastly the State Council has been working on producing short videos that will help the community with information on how to keep yourself safe and what to do if you or a family member or care giver becomes sick. They will be available on YouTube, both in English and Spanish.

7. COUNCIL ROLE DURING COVID-19

Committee Chair Julie Austin led members in a discussion about the Council’s role throughout the COVID-19 pandemic. Topics of concern included keeping people informed, continuing to be a voice for the community, addressing mental health issues, and keeping safety a top priority. Members also talked about how to tackle the “digital divide” to ensure that everyone would have equal access to the technology needed for attending meetings on virtual platforms such as Zoom. While nothing can replace the value of in-person meetings, SCDD staff will work to propose ways that members who need technology assistance will be able to get it. Committee member Lee Bycel suggested that SCDD staff should survey all Councilmembers to see what everyone has access to and then take steps to address the gap in needs.

It was moved/seconded (Eriksen [S.A.]/Marquez [S.A.]) and carried that SCDD staff shall work on making equal technology access available to all Councilmembers before confirming whether the May Council and SAAC meetings can be held remotely. (For: Austin, Bycel, Eriksen, Marquez, Ponton, Witherspoon. Not available: Brodie.)

8. SCDD BUDGET UPDATE

Deputy Director of Administration Douglas Sale presented a budget update for Executive Committee members. With approximately two-thirds of the fiscal year elapsed, SCDD is on target with the budget. The most notable change in the Council budget was the large decrease in the travel budget (including in-person meetings) due to COVID-19.

9. SPONSORSHIP REQUEST

The sponsorship request that was originally submitted for consideration from the Tichenor Clinic for Children was withdrawn. They were requesting funding for their annual Superheroes Carnival event, which was cancelled due to COVID-19.

10. CONFLICT OF INTEREST WAIVER REQUEST

SCDD Legal Counsel Adam Lewis presented a Conflict of Interest waiver request renewal for Steven Perez, board member of the Redwood Coast Developmental Services Corporation (the governing body of the Redwood Coast Regional Center [RCRC]). Mr. Perez’s spouse is employed with Coastline Enterprises, which is a vendor of RCRC. To mitigate the potential conflict of interest, Mr. Perez shall not participate in any

recommendations, planning, decision making, business dealings, or individual or group projects that involve Coastline Enterprises. Previous waivers submitted by Mr. Perez were approved by the Council in November 2017 and November 2018.

It was moved/seconded (Marquez [S.A.]/[Witherspoon [S.A.] and carried to approve the Conflict of Interest Waiver request renewal. (For: Austin, Bycel, Eriksen, Marquez, Ponton, Witherspoon. Not available: Brodie.)

11. NEXT MEETING DATE & ADJOURNMENT

The next Executive Committee meeting will be held on June 16, 2020.
Meeting adjourned at 10:45 A.M.

JUNE 16, 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 report regarding recent Council activities and upcoming goals.

JUNE 16, 2020

**AGENDA ITEM 7
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***APPROVAL OF EFC (EMPLOYMENT FIRST COMMITTEE) ANNUAL
REPORT***

Wesley Witherspoon, Chair of the Employment First Committee and Cindy Smith, Deputy Director of Policy and Public Affairs will provide a brief overview of the Employment First Committee's 2019 Annual Report. The Employment First Committee is statutorily created to be convened by the Council. The Employment First Committee is required by July 1st each year to produce a report on its activities and policy recommendations and submit it to the Legislature. The Employment First Committee has developed and approved the included report. The Committee members will vote on whether to approve the report on behalf of the Council.

Action Recommended

Approve the 2019 EFC Annual Report.

Report of the Employment First Committee for 2019

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Executive Summary

This is the 2019 annual report of the Employment First Committee (EFC) convened by the State Council on Developmental Disabilities. EFC is tasked with advancing competitive integrated employment (CIE) for people with developmental disabilities by identifying: 1) the respective roles and responsibilities of state and local agencies; 2) strategies and best practices for increasing employment, including transition practices; 3) sources of employment data and recommended approaches for measuring progress; 4) demographic data that can be matched to employment outcomes; and 5) goals for measuring employment participation and outcomes for various people with developmental disabilities across service systems.

Although some progress has been made in both California and across the country, the majority of working age adults with developmental disabilities remain unemployed or underemployed. California has the opportunity to become a national leader in CIE. Although California has a strong Employment First Policy, it has not yet been fully actualized. Some of the current barriers include: 1) access to comprehensive data within and across systems to effectively evaluate and identify barriers 2) shortfalls in employment service provider availability and retention; and 3) insufficient availability of information for individuals with developmental disabilities and equal access to good jobs benefits planning leading to fear of losing benefits.

This report discusses some of the efforts that have been undertaken in 2019 to address these barriers and includes policy recommendations for the Legislature and Administration to meet these challenges. The world has changed since our fiscal year ended as a result of the COVID-19 pandemic and presents important new opportunities to achieve meaningful change. Although, we do not yet know what this will look like, we have laid out some important principles in our recommendations.

Data Trends in Competitive Integrated Employment (CIE)

Access to comprehensive data within and across systems is the cornerstone of evaluating and identifying barriers to achieving CIE. California continues to experience gaps in the ability to collect and analyze comprehensive data requiring stakeholders to rely on multiple data systems to create a holistic portrait of the barriers and achievements related to CIE. California, like the rest of the United States, continues to see minimal change in the employment participation and unemployment rates for people with disabilities. People with disabilities continue to be much more likely to be unemployed or under-employed than people without disabilities.

A secondary analysis of the American Community Survey reported in 2018, the employment rate of working-aged people with disabilities was 37.5 percent compared to 77.8 percent of working-aged people without disabilities.¹ A gap of 40.3 percent that has remained relatively unchanged from 2017 to 2018.² Also, in 2018, 26.9 percent of working-aged people with disabilities were living in poverty compared to 12.2 percent of working-aged people without disabilities.³ A gap of 14.7 percent.⁴ In California in 2017, the percentage of working-aged

¹ <https://disabilitycompendium.org/sites/default/files/user-uploads/2019%20Annual%20Report%20---%20FINAL%20ALL.pdf> at pg. 11.

² Id. at pg. 12.

³ Id. at pg. 15.

⁴ Id. at pg. 16. The widening of this gap from 14.4 in 2017 to 14.7 in 2018 is not statistically significant

people with disabilities who were not working but actively looking for work was 7.4 percent compared to 17.4 percent of working-aged people without disabilities.⁵

In 2017, the Department of Developmental Services reported that 14.5 percent of working-aged people with developmental disabilities who are receiving services through the Regional Centers were working compared to 14.2 percent in 2016.⁶ In 2017, an average of 23,265 Regional Center clients received wages.⁷ The average monthly Regional Center clients' wage was \$725.⁸ The State of California has also continued to expand the number of Regional Center clients receiving Supported Employment Program services and the amount of Supported Employment Program expenditures. While there is much more work to be done, the EFC remains steadfast in its commitment to improving access to data to inform how to improve outcomes.

Federal Policies Impacting CIE in California

The ongoing implementation of federal policy changes are moving California to realize improved employment outcomes in the future. The following highlights those changes.

Home and Community Based Services (HCBS) Settings Rule

- In 2014, the Centers for Medicaid and Medicare Services (CMS) published a final HCBS Settings Rule which states in part that residential and non-residential programs must provide services in the most integrated setting by March 2022. California received initial approval for its plan in 2018 and is working towards final approval.

Workforce Innovation and Opportunity Act (WIOA)

- In 2014, WIOA was signed into law and superseded the Workforce Investment Act of 1998, amended the Wagner-Peyser Act, the Adult Education and Family Literacy Act, and the Rehabilitation Act. For people with disabilities, WIOA created a presumption of employability in CIE. For individuals with disabilities under age 25, it established strict requirements that must be met before a person can be placed in subminimum wage employment. The WIOA core partners are working on their shared commitment to CIE and are either in the process of phasing out or no longer placing people in subminimum wage employment. WIOA also focuses on ensuring that youth in transition from school to employment or post-secondary education are provided pre-employment transition. It also ensures that adults with disabilities in segregated and/or subminimum wage employment receive information about options to become employed in CIE. In early 2020, California submitted its draft Unified Strategic Workforce Development Plan (State Plan) for 2020-2023 and is awaiting approval. The State Plan "represents agreement among partners identified in WIOA and serves as the framework for the development of public policy, fiscal investment, and operation of the state workforce and education system." The Council and many other entities provided input during the development of the State Plan.

Achieving a Better Life Experience (ABLE) Act

- In 2014, the ABLE Act was signed into law and allows people with disabilities under the

⁵ https://www.disabilitystatistics.org/StatusReports/2017-PDF/2017-StatusReport_US.pdf at pg. 33.

⁶ <https://dds.ca.gov/rc/dashboard/employment/33>

⁷ Id.

⁸ Id.

age of 26 and their families to set up a special savings account to pay for disability-related expenses which are not taxed. The funds in the ABLE account are also not generally considered for the Supplemental Security Income (SSI) program or Medicaid and other federal means-tested benefits. In December 2018, California launched its program, and almost 2,500 accounts were opened and more than \$13.5 million was invested in the program's first year across four investment portfolios.

Strengthening Career and Technical Education for the 21st Century Act

- In 2018, the Strengthening Career and Technical Education for the 21st Century Act was signed into law which reauthorized and amended the Carl D. Perkins Career and Technical Education Act of 2006. The Act provides expanded opportunities for all students, including students with disabilities, to explore, choose, and follow career and technical education programs of study and career pathways. In early 2020, California submitted its draft Strengthening Career and Technical Education for the 21st Century Act State Plan and is awaiting approval. The Council and many other entities provided input during the development of the Plan.

State Policies Impacting CIE in California

The State's policies impacting CIE are also being strengthened. This began in 2013 when California adopted its Employment First Policy (AB 1041 [Chesbro]). The policy states in part:

In furtherance of the purposes of this division to make services and supports available to enable persons with developmental disabilities...it is the policy of the state that opportunities for integrated, competitive employment shall be given the highest priority for working age individuals with developmental disabilities, regardless of the severity of their disabilities. This policy shall be known as the Employment First Policy (Welfare and Institutions Code 4869(a)(1)).

Adopting the Policy was a critical step in beginning to develop the framework that ensures that CIE be given the highest priority, regardless of the severity of disability, in California. The following highlights additional progress made during this report period.

Self-Determination Program (SDP)

In 2013, the SDP (SB 468 [Emmerson]) was signed into law. SDP provides people with developmental disabilities receiving Regional Center services the option to choose their service providers. The SDP launched in the fall of 2018 and is in the second year of a three-year phase-in process for 2500 people with developmental disabilities. As of February 2020, there are 135 people who are enrolled in SDP and using their spending plans to pay for services. In November 2019, additional participants were selected to participate in the program to replace the 569 spaces that became available through participant dropout. Of those selected in 2019, 81 have attended an orientation, for a total of 306 orientations statewide since participants were first selected in 2018. Additionally, there have been 261 person-centered plans developed to inform the individualized program plan (IPP) and a reported additional 114 IPPs that are currently in development.

California CIE: Blueprint for Change (2018-2019)

In 2017, the Department of Education (CDE), Department of Developmental Services (DDS), and Department of Rehabilitation (DOR) issued the California Competitive Integrated Employment (CIE) Blueprint for Change (Blueprint). The Blueprint is a proactive interagency plan between CDE, DOR, and DDS to jointly identify ways to increase CIE opportunities for individuals over a five-year period using existing resources and providing a roadmap on how best to implement CIE.

In May 2020, the second CIE Annual Report was made available highlighting the work in the second year of implementation.⁹ The report highlights state and local collaborative efforts and pathways to CIE that are making a difference in the lives of individuals with developmental disabilities and their families. Some key accomplishments during the second year of implementation that are highlighted in the report include:

- The number of individuals with developmental disabilities working in CIE increased from 1,125 to 1,502 .
- The continued dissemination of the CIE Blueprint Written Guidance and Local Partnership Agreements (LPA) Template. An LPA identifies how Local Educational Agencies, DOR Districts, Regional Centers, and other stakeholders will work together to streamline service delivery and engage their local communities to increase opportunities for CIE. In 2019, 15 new LPAs between LEAs, DOR Districts, and Regional Centers were created and posted, bringing the cumulative total of LPAs to 28.
- The leveraging of the Senate Bill (SB) 644 Limited Examination and Appointment Program (LEAP) Internship Program resulting in two additional individuals with developmental disabilities hired as full-time permanent state employees, joining the five who were hired during state fiscal year 2017-2018. .
- An increased utilization of work opportunities including the following:
 - 26,247 students participated in paid work experience and unpaid community-based vocational education with CDE WorkAbility I (WAI).
 - 35 individuals participated in On-the-Job Training (OJT) through DOR.
 - 1,420 individuals participated in a DDS Paid Internship Program (PIP).
- Provided career counseling and information and referral (CC&IR) services to over 12,029 individuals working at subminimum wage, of which over 300 applied for vocational rehabilitation (VR) services and 10 achieved CIE.
- Engaged with employers and business partners in a variety of innovative ways including the following:
 - Participated in Employment Roundtables, formed Business Advisory Committees

⁹ <https://www.chhs.ca.gov/wp-content/uploads/2020/05/Competitive-Integrated-Employment-Blueprint-Annual-Report-2019.docx>

and Employer Panels and connected to Mayor's Committees to encourage businesses to hire individuals with developmental disabilities.

- Initiated regional workgroups between LPA core partners and local workforce development partners to enhance and build upon business engagements.
- The DDS approved the allocation of \$15 million to service providers who submitted a plan to come into compliance with the Home and Community-Based Services (HCBS) Final Rule. 33 non-integrated employment programs were approved to use funding to modify their services to come into compliance. Since 2016-2017, 78 non-integrated programs have received funding.

SIDEBAR: Internship Success Stories! *(Have photos of participants too)*

After completing Project SEARCH and job hunting for several years, Yehonatan landed a coveted position as a Human Resources Assistant at Senior Helpers of the East Bay in El Cerrito. Yehonatan's great memory, the way in which he can look at a document and see what information is missing, his thoroughness, and his strong organizational skills, make him a great fit for this new job. He is responsible for care providers' files and seeing that all required documents – and no duplicates – are included in each file. Yehonatan makes sure employee records follow industry regulations. Yehonatan's supervisor comments, "With all of life's complexities, I am grateful that it brought Yehonatan to Senior Helpers of the East Bay. I believe Yehonatan will be a successful HR Assistant with his great attention to detail."

Seleste began working four hours a day at the Lawrence Berkeley National Laboratory (the Lab) as a Clerical Assistant 1. Five years and two promotions later, Seleste is a full-time employee with benefits. Seleste commutes from Oakland by BART and then shuttles to the National Research Scientific Computer Center (NERSC). At 7:30 a.m., her workday begins at this world-renowned "supercomputer" host. Seleste's tasks includes overseeing the travel arrangements of scientists including booking flights and hotels, processing their expense reports and reimbursement requests, coordinating site access for visiting scientists, and more. Seleste is thrilled to contribute to a workplace that makes it possible for more than 7,000 people in 47 countries to conduct groundbreaking research!

Ever wonder who handles all those birth, death, and marriage certificates in a geographic area as large and heavily populated as Alameda County? Recent Project SEARCH graduate, Crystal, is one of the people who plays a role in ensuring that copies of these important documents are available upon request and included in County records. As a full-time temporary employee at the Alameda County Auditor Controller's Office, in addition to working with vital records, Crystal spends a large part of her day collecting, opening, tracking, and delivering hundreds of pieces of mail to multiple departments. When she's not dealing with records or working in the mailroom, you might also find her sorting and purging old paper public records that are no longer needed. One of Crystal's favorites is using the automatic envelope opener on the stacks and stacks of incoming mail she's responsible for sorting every day. She operates it with adeptness and efficiency! Crystal is thrilled that her short-term assignment was recently extended, she's hoping to become a permanent employee.

State and Local Implementation of Policies for CIE

All the agencies and organizations represented on the EFC are actively involved in promoting implementation of federal and state policies that support implementation of CIE in local communities. Some specific examples of the strategies undertaken during this report period include the use of job fairs, development of evidence-based practices, and information dissemination.

The Council invested in improving individuals and systems capacity for CIE through its Regional Offices and as a grant-maker to other community-based organizations. Additionally, in Fiscal Year 2019, SCDD engaged in more than 246 trainings and activities across California designed to promote CIE which reached more than 3,688 individuals with developmental disabilities, families, employers, providers, and other stakeholders. For example, SCDD's San Diego-Imperial Regional Office assisted in planning the 20th Annual "Jobtoberfest." The event was held on October 22, 2019 in San Diego where there were more than 850 job seekers in attendance, 40 employers, and over 20 resources. San Diego County Supervisor Nathan Fletcher's office was among the speakers and presented a Proclamation to the San Diego Committee on Employment for People with disABILITIES, honoring them for their work on the 20th Annual Jobtoberfest. Among the presenters was Executive Director, Dante Allen from CalABLE who provided training on CalABLE and Goodwill Industries who hosted various workshops on interviewing techniques. Three scholarships were provided to individuals with disabilities that will be attending post-secondary education.

In 2018, the Council invested in a grant to Easterseals Southern California to provide comprehensive training on customized employment (CE) and validate the use of the Discovery Fidelity Scale. In 2019, state agency staff participated in CE trainings. The training will lead to more uniformity and availability of CE services throughout the state including statewide provider capacity development. In 2019, the Council also invested in a grant to the California Transition Alliance to create a documentary titled, "Let's Work!" The purpose of this documentary is to increase access to information for Californians with developmental disabilities to obtain CIE. The final product will be produced by individuals with developmental disabilities and completed in September 2020.

New Legislative Efforts in 2019

During the 2019 legislative session, three significant pieces of legislation were sponsored by the organizations represented on the Committee and moved through the state legislative process including one bill, AB 1019 that was signed into law.

Assembly Bill 1019 (Frazier)

The State Council sponsored AB 1019 (Frazier), which was signed into law by Governor Newsom. AB 1019 adds the Director of the Department of Rehabilitation and the Executive Director of the State Council on Developmental Disabilities to the Interagency Advisory Committee on Apprenticeship (IACA) within the Division of Apprenticeship Standards within the Department of Industrial Relations and creates a subcommittee focused on people with disabilities within the IACA. Prior to AB 1019, the IACA did not have any representation or expertise focused on people with disabilities even though apprenticeships provide an important avenue to CIE.

AB 365 (Garcia, C.)

Disability Rights California sponsored AB 365 (Garcia, C.) that if passed, would have made improvements state service for people with disabilities and specifically to the Limited Examination and Appointment Program (LEAP). LEAP offers an alternative to the traditional civil service examination and appointment process that enables the hiring of persons with disabilities in to state service. Unfortunately, AB 365 was vetoed by the Governor. However, the Governor established a State Diversity Taskforce to look at how to improve the hiring and retention of the people with disabilities into state service with the goal of making California a model employer for people with disabilities. The Disability Workgroup is in the process of making recommendations to the Diversity Taskforce and is chaired by the Executive Director of the State Council.

AB 1169 (Frazier)

The State Council also sponsored AB 1169 (Frazier). The bill would have created a state tax credit to employers, not to exceed \$6,000, that hire individuals with developmental disabilities who are either referrals from vocational rehabilitation, qualified SSI or qualified SSDI recipients. The bill died in the appropriations committee in the Assembly.

Taken together, the federal and state policy changes are very promising for improving employment outcomes for Californians with developmental disabilities.

EFC's Activities in 2020

In August 2019, Committee members completed its annual strategic planning process and identified the following goals and activities to work towards completing as a Committee in 2020. Each activity identified fell within previously identified goals.

Goal - Transition from segregated programs to CIE

Engage business via work experience, work-based learning, and customized employment or internship/apprenticeship to build a direct pipeline meeting business talent needs.

Plan for how to support legislation to begin the phase-out of subminimum wage employment and/or segregated employment.

Goal – Support families and individuals better understand CIE

Explore opportunities to hold a statewide conference for self/family advocates and providers to identify opportunities for benefit planning (CalABLE), transportation options, assistive technology, job accommodations, etc.

Goal – Assure qualified employment related services

Explore opportunities to enhance customized employment services in California by bringing in additional resources.

Additionally, in February 2020, the Committee began delving into barriers related to data sharing and coordination at the systemic level. The Committee believes additional collection and analysis of data within and across systems is critical to making progress in identifying barriers to and achieving CIE.

Recommendations

The EFC recommends that California undertake the following policy changes and activities to remove barriers to CIE and create a system that more fully supports CIE across agencies and departments with the goal of having an employment participation rate for people with disabilities, regardless of the significance of their disability, that is similar to that of people without disabilities. The recommendations included the report represent the collective input of the Employment First Committee and not been approved by the individual departments and organizations included below.

Legislative

The State Legislature should require that any federal or state funding to employers to help businesses/agencies recover from the COVID-19 public health emergency:

- Should include a specific diversity requirement for spending the funds that would support the employment of people with disabilities.
- Should be mandated that funding cannot be used to support sub-minimum wage and/or segregated employment.
- Should include a component of required training on the Americans with Disabilities Act for all employees and contractors.

The State Legislature should allocate funding to create career pathways and training that provides direct support professionals with career advancement and credentialing to increase competency and professionalism to improve job retention and quality support for people with developmental disabilities.

The State Legislature should help prepare students with developmental disabilities for employment by expanding opportunities for post-secondary education for students with developmental disabilities within California's higher education systems (community college, state universities, and the University of California).

The State Legislature should provide funding to promote the creation and enhancement of new and innovative projects that support CIE and facilitate systems transformation away from sheltered employment and segregated day services including funding for training and technical assistance from organizations that have successfully transitioned programs to provide expertise to assist those in the process of transitioning with the goal of moving towards phasing out sub-minimum wage under 14(c) of the Fair Labor Standards Act and/or segregated employment.

The State Legislature should pass legislation to create additional tax or other incentives, such as incorporating transportation solutions and supports, for employers who hire people with developmental disabilities and retain them long-term.

The State Legislature should increase funding for access to technology for people with disabilities who need to use it to enter or retain CIE.

Administrative

DDS should adopt a tiered incentive structure to implement Welfare and Institutions Code, Section 4870 (d-g) that provides for higher incentive payments for individuals with the most significant disabilities.

DDS should continue to invest in the collection and reporting of all individual outcome data from different systems necessary to understand the factors that impact whether or not a person enters or retains CIE. DDS and the State Council should publicly report aggregate data on the Data Dashboard in a consumer friendly and accessible format so that the impact of CIE can be assessed and people with developmental disabilities and their families can make informed data-driven decisions about choosing the best pathway to CIE.

CDE, DOR, DDS and the Council should work collaboratively to launch a statewide multi-media public service campaign in traditional and social media with the goal of reducing the stigma to hiring individuals with developmental disabilities. The campaign should highlight the impact and benefits to businesses when they hire a person with a developmental disability and highlight the accomplishments of people with developmental disabilities in CIE.

CDE, DOR and DDS should work to expand opportunities for work experience, work-based learning, career-exploration, and internship opportunities for students with developmental disabilities by increasing outreach to local businesses through partnerships with chambers of commerce.

CDE, DOR and DDS should continue their efforts to collaboratively work to streamline information sharing and service delivery planning to ensure that individuals with developmental disabilities, including those from ethnically and linguistically diverse communities, experience a service delivery system that allows for unified planning and data sharing across agencies.

The Labor and Workforce Development Agency should develop a senior level position reporting to both the Secretary of Labor and Health and Human Services Agency that is responsible for coordinating services and activities related to CIE across both agencies including the activities of the various Committees and Taskforces with responsibility for CIE.

Appendices

EFC MEMBERSHIP FOR 2019

- Wesley Witherspoon, State Council on Developmental Disabilities
- Michael Clay, Department of Developmental Services (*Served: January 2018 to April 2019*)
- Michael Luna, Department of Developmental Services (*Served: May 2019 to Present*)
- Cindy Chiu, Department of Rehabilitation
- Barbara Boyd, California Department of Education

- Sarah Isaacs, Disability Rights California
- Olivia Raynor, UCEDD, Tarjan Center at University of California, Los Angeles
- Steve Ruder, UCEDD, University of California, Davis MIND Institute
- Larry Yin, UCEDD, University of Southern California

Statutory Responsibilities of the Employment First Committee (Welfare and Institutions Code §4868)

(a) The State Council on Developmental Disabilities shall form a standing Employment First Committee consisting of the following members:

(1) One designee of each of the members of the state council specified in subparagraphs (B), (C), (D), (F), and (H) of paragraph (2) of subdivision (b) of Section 4521.

(2) A member of the consumer advisory committee of the state council.

(b) In carrying out the requirements of this section, the committee shall meet and consult, as appropriate, with other state and local agencies and organizations, including, but not limited to, the Employment Development Department, the Association of Regional Center Agencies, one or more supported employment provider organizations, an organized labor organization representing service coordination staff, and one or more consumer family member organizations.

(c) The responsibilities of the committee shall include, but need not be limited to, all of the following:

(1) Identifying the respective roles and responsibilities of state and local agencies in enhancing integrated and gainful employment opportunities for people with developmental disabilities.

(2) Identifying strategies, best practices, and incentives for increasing integrated employment and gainful employment opportunities for people with developmental disabilities, including, but not limited to, ways to improve the transition planning process for students 14 years of age or older, and to develop partnerships with, and increase participation by, public and private employers and job developers.

(3) Identifying existing sources of employment data and recommending goals for, and approaches to measuring progress in, increasing integrated employment and gainful employment of people with developmental disabilities.

(4) Identifying existing sources of consumer data that can be used to provide demographic information for individuals, including, but not limited to, age, gender, ethnicity, types of disability, and geographic location of consumers, and that can be matched with employment data to identify outcomes and trends of the Employment First Policy.

(5) Recommending goals for measuring employment participation and outcomes for various consumers within the developmental services system.

(6) Recommending legislative, regulatory, and policy changes for increasing the number of individuals with developmental disabilities in integrated employment, self-employment, and microenterprises, and who earn wages at or above minimum wage, including, but not limited to, recommendations for improving transition planning and services for students with developmental disabilities who are 14 years of age or older. This shall include, but shall not be limited to, the development of a policy with the intended outcome of significantly increasing the number of individuals with developmental disabilities who engage in integrated employment, self-employment, and microenterprises, and in the number of individuals who earn wages at or above minimum wage.

This proposed policy shall be in furtherance of the intent of this division that services and supports be available to enable persons with developmental disabilities to approximate the pattern of everyday living available to people without disabilities of the same age and that support their integration into the mainstream life of the community, and that those services and supports result in more independent, productive, and normal lives for the persons served. The proposed policy shall not limit service and support options otherwise available to consumers, or the rights of consumers, or, where appropriate, parents, legal guardians, or conservators to make choices in their own lives.

(d) For purposes of this chapter, the following definitions shall apply:

(1) "Competitive employment" means work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

(2) "Integrated employment" means "integrated work" as defined in subdivision (o) of Section 4851.

(3) "Microenterprises" means small businesses owned by individuals with developmental disabilities who have control and responsibility for decision making and overseeing the business, with accompanying business licenses, taxpayer identification numbers other than social security numbers, and separate business bank accounts. Microenterprises may be considered integrated competitive employment.

(4) "Self-employment" means an employment setting in which an individual works in a chosen occupation, for profit or fee, in his or her own small business, with control and responsibility for decisions affecting the conduct of the business.

(e) The committee, by July 1, 2011, and annually thereafter, shall provide a report to the appropriate policy committees of the Legislature and to the Governor describing its work and recommendations. The report due by July 1, 2011, shall include the proposed policy described in paragraph (4) of subdivision (c).

(PLAIN LANGUAGE VERSION)

The Lanterman Act tells the State Council on Developmental Disabilities to have an Employment First Committee. This is what the Lanterman Act says about the Employment First Committee (EFC):

Why the EFC was created:

The Lanterman Act created the EFC to help get more people with developmental disabilities jobs in CIE.

What is Competitive Integrated Employment (CIE):

It means good jobs with good pay (minimum wage or above). Jobs in the general workplace, where people with disabilities work with other people from their community who do not have disabilities. These are jobs where people with disabilities get the same pay and benefits as people without disabilities doing the same work and where they are paid directly by their employer. Having a good job can also include people who make money with their own small businesses or by working for themselves.

Who is a member of the EFC?

The EFC includes representatives from departments of government and other organizations that help people with developmental disabilities get good jobs.

What the EFC has to do:

Describe how the state government departments will work with each other to help people get good jobs with good pay.

Find what works to help people get good jobs with good pay.

Find good ways to plan for transition aged students (age 14 and above) to go to work after they are finished with high school, or their education beyond high school.

Find ways to encourage agencies to support people to get good jobs with good pay.

Develop partnerships with employers and agencies that help people find good jobs with good pay.

Find out how many people with developmental disabilities are working and how much money they are earning. Each year, measure if the state is getting better at supporting people to get good jobs with good pay.

Recommend ways the state can improve how they measure progress in helping people get employed.

Recommend goals for CIE for the state.

Recommend legislation and other ways that the state can do a better job of supporting people to get good jobs with good pay.

Recommend ways to improve helping transition age students (age 14 and above) go to work after they are finished with high school, or their education beyond high school.

Recommend an Employment First Policy that will get a lot more people good jobs with good pay, with the supports they need. This will help people with disabilities to be part of their communities, have jobs, and make money, just like other people their age without disabilities. The policy will make sure people can choose the services they want, like they do now under the Lanterman Act. This policy is now California law.

Other things the EFC thinks will help.

The EFC has to send an annual report to the Legislature and the Governor. The report makes recommendations to the Legislature and the Governor and describes all the work of EFC. The Council approves the report.

Definition of Developmental Disability in the Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code §4512(a))

“Developmental disability” means a disability that originates before an individual attains 18 years of age; continues, or can be expected to continue, indefinitely; and constitutes a substantial disability for that individual. As defined by the Director of Developmental Services, in consultation with the Superintendent of Public Instruction, this term shall include intellectual disability, cerebral palsy, epilepsy, and autism. This term shall also include disabling conditions found to be closely related to intellectual disability or to require treatment similar to that required for individuals with an intellectual disability but shall not include other handicapping conditions that are solely physical in nature.

Definition of Developmental Disability in the Developmental Disabilities and Bill of Rights Assistance Act (42 U.S.C. §15002(8)(A))

The term “developmental disability” means a severe, chronic disability of an individual that —

(i) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) is manifested before the individual attains age 22;

(iii) is likely to continue indefinitely;

(iv) results in substantial functional limitations in 3 or more of the following areas of major life activity:

- (I) Self-care.
- (II) Receptive and expressive language.
- (III) Learning.

- (IV) Mobility.
- (V) Self-direction.
- (VI) Capacity for independent living.
- (VII) Economic self-sufficiency; and

(v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

JUNE 16, 2020

**AGENDA ITEM 8
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

SCDD BUDGET UPDATE

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

The following budget documents have been provided in the packet for Committee members to review.

Attachments:

Budget Item Cover Page

Budget Projections Summary

Approved 2019-2020 SCDD Budget and Reallotment

Budget Line Item Summary

Statement of Activities for SFY 2019-20 through April 2020

Budget Process Timeline



SFY 19/20 Budget Update 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 April 2020, 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 reallocation 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 Reallocation award is \$7,687,837 for a projected budget surplus of \$12,837.

Prior Year Unexpended Funds

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

Current Year Unexpended Funds

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

**Expenditures through
April-20**

**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	\$457,624	\$4,472,505	\$1,010,495	# Positions 46
Operating Expenses	\$1,742,000	(\$38,185)	\$1,590,906	\$151,094	# Vacancies 3
Program Development Grants	\$450,000	\$0	\$357,609	\$92,391	
Unallocated Funds	\$207,213	\$0	\$18,405	\$188,808	
	\$7,882,213	\$419,439	\$6,439,425	\$1,442,788	Vacancy % 7%

QUALITY ASSESSMENT (QA)

Based on State Fiscal Year
July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	QA
Personal Services & Benefits	\$2,060,000	\$166,409	\$1,582,206	\$477,794	# Positions 18
Operating Expenses	\$1,228,000	(\$39,648)	\$906,289	\$321,711	# Vacancies 1
	\$3,288,000	\$126,761	\$2,488,495	\$799,505	Vacancy % 6%

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	\$118,287	\$1,172,072	\$195,928	# Positions 12
Operating Expenses	\$472,000	(\$59,848)	\$373,348	\$98,652	# Vacancies 1
	\$1,840,000	\$58,439	\$1,545,420	\$294,580	Vacancy % 8%

Total
Positions 76
Vacancies 5
Vacancy % 7%

Updated 6/3/20

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

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

State Council on Developmental Disabilities

Council Report for FY 19-20

April-20

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	457,624	4,472,505	1,010,495	18.4%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	4,220	103,689	(28,689)	-38.2%
Printing	45,000	289	9,308	35,692	79.3%
Communications	100,000	9,107	43,980	56,020	56.0%
Postage	20,000	1,445	24,564	(4,564)	-22.8%
Travel-in-State :	335,000	23,205	299,555	35,455	10.6%
Out-of-State Travel	20,000	-	1,303	18,697	93.5%
Training (Tuition and Registration)	10,000	-	5,875	4,725	47.3%
Facilities Operations (Rent)	600,000	56,388	465,139	134,861	22.5%
Facilities Plng/Maint. & Utilities	6,000	157	4,172	1,828	30.5%
Interdepartmental Services	411,000	(151,937)	465,189	(54,189)	-13.2%
External Contract Services	75,000	16,413	72,270	2,730	3.6%
Data Processing (Software, Supplies & Misc.)	15,000	-	42,021	(27,021)	-180.1%
SWCAP	25,000	-	-	25,000	100.0%
Other Items/ Client Services	5,000	2,528	53,841	(48,841)	-976.8%
Subtotal OE&E	1,742,000	419,439	1,590,906	151,094	8.7%
Unallocated Funds	207,213	0	18,405	188,808	91.1%
PROGRAM DEVELOPMENT GRANTS	450,000	0	357,609	92,391	20.5%
TOTAL	7,882,213	419,439	6,439,425	1,442,788	18.3%

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	166,409	1,582,206	477,794	23.2%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	55,000	2,713	67,908	(12,908)	-23.4%
Printing	245,000	4,473	241,970	30,030	12.3%
Communications	10,000	2,786	14,470	(4,470)	-44.7%
Postage	380,000	10,436	114,932	265,068	69.8%
Travel-in-State :	40,000	672	23,047	16,953	42.4%
Training (Tuition and Registration)	2,000	-	1,193	807	40.4%
Facilities Operations (Rent)	245,000	25,314	204,397	40,603	16.6%
Facilities Plng/Maint. & Utilities	2,000	266	1,925	75	3.75%
Interdepartmental Services	156,000	(97,523)	120,547	35,453	22.7%
External Contract Services	3,000	270	588	2,412	80.4%
Data Processing (Software, Supplies & Misc.)	10,000	64	24,276	(14,276)	-142.8%
Other Items/ Client Services	80,000	10,881	91,036	(11,036)	-13.8%
Subtotal OE&E	1,228,000	(39,648)	906,289	124,711	10.1%
TOTAL	3,288,000	126,761	2,488,495	799,505	24.3%

Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,368,000	118,287	1,172,072	195,928	14.3%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	338	6,962	68,038	90.7%
Printing	9,000	114	4,515	4,485	49.9%
Communications	25,000	990	5,748	19,252	77.0%
Postage	14,000	102	1,070	12,930	92.5%
Travel-in-State :	64,000	2,012	34,103	29,897	46.7%
Training (Tuition and Registration)	15,000	-	6,960	8,040	54.0%
Facilities Operations (Rent)	24,000	4,845	40,245	(16,245)	-67.7%
Interdepartmental Services	134,000	-	195,475	(61,475)	-45.9%
External Contract Services	3,000	-	17,207	(14,207)	-474.0%
Data Processing (Software, Supplies & Misc.)	18,000	-	26,758	(8,758)	-48.7%
Other Items/ Client Services	91,000	11,519	111,569	(20,569)	-22.7%
Subtotal OE&E	472,000	19,920	373,348	98,652	21.0%
TOTAL	1,840,000	138,207	1,545,420	294,580	16.0%



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-April 2020-and are subject to change.

SFY 2019/20 BSG Expenditures and Unexpended Funds

Total estimated BSG expenditures plus reallocation award is \$7,882,213. With 17% of the SFY remaining, total expenditures of \$6,439,425 reflect a remaining balance of \$1,442,788 (18.3%).

- **Personal Services:** With 17% of the SFY remaining, total expenditures of \$4,472,505 reflect a remaining balance of \$1,010,495 (18.4%). The vacancy rate has 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 end the year with a vacancy rate of less than 10%.
- **OE&E:** With 17% of the SFY remaining, total expenditures of \$1,590,906 reflect a remaining balance of \$151,094 (8.7%). The largest savings are occurring in the Printing (79.3% remaining) and Communications (56.0% remaining) line items. General Expense (38.2% overspent), Postage (22.8% overspent), Interdepartmental Contracts (13.2% overspent) and Other Items of Expense (976.8% overspent) are the only line items that are over budget so far. DSS Accounting has been working to correct several coding errors totaling over \$500,000. These errors caused us to not provide the line item reports at the April meeting. The cause appears to be that DSS did not post many SFY 2018/19 expenditures timely and as a result they have all been posted to SFY 2019/20. This helps to explain why we had some significant savings in several SFY 2018/19 line items such as Interdepartmental Contracts. In SFY 2019/20 Interdepartmental Contracts is significantly overspent due to two years of invoices being posted.

What this means for the Committee is that the focus should be on the bottom-line expenditures, as the individual line item expenditures are not going to be accurate for this year and last. The bottom line BSG expenditures look good. We are running within budget and expect to complete the year within budget.

- **Community Grants:** With 17% 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 reallocation award received in September 2019. The \$18,405 charge is for the 1% rescission to provide migrant healthcare services at the border. Staff projects this line item will be used to cover

overcharges in communications, general expense and data processing related to the statewide Regional Office data line upgrade project

- Unexpended Funds Available for the Council to Spend: In February 2020, the Committee agreed to increase the carryforward reserve to \$1,750,000 and also decided not to forward any recommendations to the Council for one-time spending. With the COVID-19 economic downturn, staff recommends the Committee not consider any new expenditures until the full impact on the BSG budget is known.

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

Total QA dollars available are \$3,288,000. With 17% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of \$799,505 (24.3%).

- Personal Services: With 17% of the SFY remaining, total expenditures of \$1,582,206 reflect a remaining balance of \$477,794 (23.2%). The vacancy remains at rate is 6%. This vacancy is not negatively impacting SCDD's ability to meet the QA contract deliverables.
- OE&E: With 17% of the SFY remaining, total expenditures of \$906,289 reflects a remaining balance of \$124,711 (10.1%). The largest savings are occurring in the Postage (69.8% remaining), In-State Travel (42.4% remaining) and Interdepartmental Contracts (22.7% remaining) line items. General Expense (23.4% overspent), Communications (44.7% overspent), Data Processing (142.8% overspent) and Other Items of Expense (13.8% overspent) are the only line items that are over budget so far.

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 17% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of \$195,928 (14.3%).

- Personal Services: With 17% of the SFY remaining, total expenditures of \$1,172,072 reflects a remaining balance of \$195,928 (14.3%). 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.
- OE&E: With 17% of the SFY remaining, total expenditures of \$373,348 reflects a remaining balance of \$98,652 (21.0%). The largest expenses are Interdepartmental Services (45.9% overspent) and Other Items/Client Services (22.7% overspent). The Interdepartmental Services expenses include SFY 2018/19 as well as SFY 2019/20 expenditures. Savings are occurring in the General Expense (90.7% remaining), Printing (19.9% remaining), Communications (77.0% remaining), and In-State Travel (46.7% remaining), and Data Processing (0% spent) line items.

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>	<p>Federal agencies develop their funding proposals for potential inclusion in the President’s proposed budget for the upcoming FFY.</p>	<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>

	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		<p><u>March-September</u> The House and Senate each draft a budget resolution setting overall spending levels.</p> <p>A conference committee of House and Senate members resolves differences to create a final version that each chamber votes on.</p> <p>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)</p>	

		<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	<p><u>April 1</u> DOF issues May Revision update of revenues and expenditures.</p>		
May	<p><u>May 11</u> Governor releases May Revision proposed budget.</p> <p>Legislative budget committees hold May Revise budget hearings to approve changes.</p> <p>Budget Act and Trailer Bills are sent to the floors for a vote.</p> <p>Conference committee of Assembly and Senate reconciles differences.</p>		<p><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.</p>

June	<p><u>June 15</u> Constitutional deadline for the Legislature to pass the Budget Act.</p> <p><u>By June 30</u> The Governor signs the Budget Act.</p>		
July	<p><u>July 1</u> SFY begins</p>		<p><u>July-June</u> Staff monitors expenditures to the approved budget.</p>
August	<p>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.</p>		<p><u>August</u> Staff prepares the year-end expenditure report.</p> <p><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)</p>
September	<p><u>September-December</u> DOF approves/rejects BCPs and works with departments on the completion of required adjustments.</p>	<p><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)</p>	

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.		

JUNE 16, 2020

**AGENDA ITEM 9
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Sponsorship Request

Deputy Director of Administration Doug Sale will present a sponsorship request from the Special Needs Resource Foundation of San Diego.

Sponsorship application documents are included in the packet for review. Committee members will vote on whether to approve the request for sponsorship.

Action Recommended

Approve the Sponsorship request.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Special Needs Resource Foundation of San Diego.

AMOUNT: \$1,000.00

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: Special Needs Resource Foundation of San Diego is requesting a sponsorship for their 3rd annual All-Inclusive Day of Play & Resource Fair. The objective of this event is to make sure kids of all abilities have a great time while parents gather resources and have their questions answered about what services are available to help their children with special needs.

At this event, they connect families who are looking for resources directly with advocates, healthcare providers and local businesses that offer services that can help their families. They are the only event like this in San Diego. Parents can gather specific information about their child's diagnosis and get immediate answers to their questions. With over 65 booths, they have a wide variety of services represented. Also, their booth vendors network with each other and learn about other available resources that they can refer their clients to. By connecting advocates directly to the clients that they serve they can also get a better understanding of the questions parents are asking and any gaps in services that they can help fill.

They do not have presenters or panelists, just individual booths.

Last year, they had 65 vendor tables with resource providers that interacted with parents and informed them of their services and answered questions. They provided handouts, pamphlets, fliers and informative material about their services, how to access them, where they are located, and how they can specifically help their child. They also had over 700 people attend, and they also expect this number to increase this year.

SCDD funds would be used for promotion/signage/fliers/banners.

Special Needs Resource Foundation of San Diego never requested a sponsorship from SCDD.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Goal 4 Health & Safety-
4.1 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.

Goal 6 Formal & Informal Community Supports-
6.3 The Council will increase outreach, training, and technical assistance to improve the quality of and access to services, including (but not limited to) Regional Centers, education, transportation, public benefits, child care, and recreation for people with I/DD and their families.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2020-21 the Council has awarded \$0 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2020.

STAFF RECOMMENDATION: Approve Special Needs Resource Foundation of San Diego's request for sponsorship.

ATTACHMENTS(S): Special Needs Resource Foundation of San Diego's request for sponsorship.

PREPARED: Kristie Allensworth May 27, 2020



SPECIAL NEEDS
RESOURCE FOUNDATION
OF SAN DIEGO
Federal Tax ID# 46-4543603

1475 6th Ave, #511
San Diego, CA 92101
(619) 685-6970

Email: specialneeds@sandiegofamily.com
SpecialNeedsFoundationOfSanDiego.org

SCDD Event Sponsorship Application

◆ **Name of your Company/Organization**

Special Needs Resource Foundation of San Diego, EIN #46-4543603

◆ **Name of Project/Event/Program**

3rd annual All-Inclusive Day of Play & Resource Fair

◆ **Project/Event Date**

August 12, 2020 (or later in the year depending on COVID-19 restrictions)

◆ **Contact Name**

Linda Bay, Event Coordinator

◆ **Contact Email, Address and Phone Number**

Linda@SanDiegoFamily.com
1475 6th Avenue, Suite 511, San Diego, CA 92101
619-685-6970
www.SNRFSD.org

◆ **Amount of Funding Requested**

\$1,000.00

◆ **Approximate Total Cost of Project/Event**

\$6,150.00

◆ **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.**

This fall we will hold our 3rd annual All-Inclusive Day of Play & Resource Fair at the Miramar Hourglass Recreation Center, 10440 Black Mountain Rd, San Diego, CA 92126. This event is scheduled for the second week in August, but we realize this date might need to be changed due to COVID-19 restrictions.

SCDD funds would be used to offset the cost to put on this free, annual event. Our fixed expenses include facility rental fees, insurance, booth table/chair rental, DJ fees and craft supplies.

This event is so important because we connect families who are looking for resources directly with advocates, healthcare providers and local businesses that offer services that can help their families. We are the only event like this in San Diego. Parents can gather specific information about their child's diagnosis and get immediate answers to their questions. With over 65 booths, we have a wide variety of services represented. Also, our booth vendors network with each other and learn about other available resources that they can refer their clients to. We purposely hold this event during the week. This typically allows the owners and primary staff to attend this event, instead of weekend hired help. The benefit we found is that the booth vendors are engaged at the event and extremely knowledgeable about the services they offer, which in turn benefits the parents. By connecting advocates directly to the clients they serve, they can also get a better understanding of the questions parents are asking and any gaps in services that they can help fill.

◆ **Event/Program Objectives**

The All-Inclusive Day of Play & Resource Fair follows the mission statement of the Special Needs Resource Foundation of San Diego (SNRFSD), which is to help parents and advocates in the special needs community overcome challenges of the family's journey by bringing together people, information and resources. The objective of this event is to make sure kids of all abilities have a great time while parents gather resources and have their questions answered about what services are available to help their children with special needs. The Miramar Hourglass Rec Center was selected because it is accessible to everyone, it is centrally located in San Diego County and is fully air-conditioning to accommodate our attendees and vendors in the hot month of August. Part of the event focuses on parent education. Our Resource Fair last year had 65 vendor tables with resource providers that interacted with parents and informed them of their services and answered questions. They provided handouts, pamphlets, fliers and informative material about their services, how to access them, where they are located, and how they can specifically help their child. Each table/booth was strongly encouraged to have a fun, child-centered activity that compliments their services. We expect to have more vendors attend the event this year. The other part of this event emphasizes FUN! We have games and activities appropriate for all ages and abilities. Games are geared toward reaching children of every ability, including sensory activities and gross motor play for children with physical challenges. We are providing a safe place where families who have children with special needs and typical children can have fun together. We also have awareness activities, including a wheelchair obstacle course for the physically-abled, led by children who use a wheelchair every day. The purpose of this activity is to help make typical kids aware of and understand the challenges that kids with a disability face on a daily basis. We have a DJ who provides music and entertainment throughout the event. Occasionally we have performances from kids of all abilities including wheelchair dancing, choirs, karate demos and dance teams. There will be raffle prizes available to attendees who visit each of the booths. Prizes will include donated services from the providers in attendance and various donated games, toys and books. There is a short video highlighting this event on our website: www.SNRFSD.org.

◆ **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.**

Our 2019 event had 65 booths and over 700 attendees. Our target audience is families in San Diego County who have children with special needs and are looking for resources. This is a free, all-inclusive community event open to everyone who would like to attend. While the majority of the vendors were nonprofit organizations who offer services to families with children with special needs, we also had many for profit vendors, since families with children with special needs often have a typical sibling as well.

◆ How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers?

We do not have presenters or panelists, just individual booths. Last year we had 65 vendors attend this event, and we expect that number to grow this year. We also had over 700 people attend, and we also expect this number to increase this year.

◆ A list of other sponsors/major contributors.

Last year our event was sponsored by First 5 San Diego, The UPS Store and The County of San Diego. Our sponsored areas were supported by Corodata, Brain Treatment Center, Trumpet Behavioral Health, Family Connections Therapy, LePort Schools, Milestone Pediatric Therapy, HeadNorth, Law Offices of Schwartz & Storey, California Hands & Voices and Law Office of Meagan Nunez. Vendors included Children's Physician Medical Group, EFRC, Fred Finch Youth Center, Golden Boy Mobility, Home of Guiding Hands, National Foundation for Autism, Partnerships With Industry, San Diego Regional Center, Special Olympics, SDSU Center for Autism, TASK, TERI Crimson Center for Speech and Language, The ARC of San Diego, Towards Maximum Independence, the UCSD Autism Center of Excellence, and many more.

All event sponsors will have their logo included on all marketing materials including fliers, banners, signage, e-newsblasts, social media posts, advertising, etc. Sponsors will receive a free booth at our event and shout outs throughout the day. We will include fliers or brochures from sponsors in event backpacks and goody bags that are handed out to all attendees. Sponsor names and logos will be included on our event program handout.

◆ How you will conduct outreach to increase consumer and family involvement in the conference?

Our first All-Inclusive Day of Play & Resource Fair in 2018 had 40 vendors and approximately 100 attendees. Our event last year had 65 vendors and over 700 attendees. Our event is growing by word of mouth and with the help of our vendors. We are pleased to say that almost all of our 2018 vendors returned to our 2019 event. We also added radio and TV spots for the 2019 event, along with advertising in San Diego Family Magazine, on our website, through our e-newsletters and through social media. Our advertisers in our free, annual *Flourishing Families* resource guide also help us spread the word, along with our community partners.

The Special Needs Resource Foundation of San Diego publishes a free, annual resource guide called *Flourishing Families, A Parent Resource Guide for Families with Children with Special Needs*. Parents of children with special needs use this as a resource guide to find local programs and specialists that can help their family. Advocates use this publication to inform parents of all the resources available in San Diego and Imperial Counties and to point them in the right direction for help. We create, publish and distribute 18,000 copies of *Flourishing Families* annually. *Flourishing Families* contains resources that support specific disabilities and diagnoses, including brain and spinal injuries, ADD/ADHD, Autism, blindness, cystic fibrosis, cerebral palsy, Down syndrome and many more. There is also a resource listing by area of need which includes resources for behavioral and mental health, advocacy, speech and language, independent living, learning disabilities, military specific resources, recreation and more. Our original publication in 2010 was only 20 pages and contained 198 resources. Our 2020 publication is 84 pages and contains over 1200 resources. Our 2017, 2018 and 2019 issues were awarded an Excellence in Journalism award from the San Diego Press Club. We will use our resources and advertisers from this publication to also increase awareness of this event. We deliver this publication throughout San Diego County and our distribution outlets also help us share information about this event.

◆ 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?

*Attached. SCDD funds would be used to offset the cost to put on this free, annual event. SCDD funds would be used for promotion/signage/fliers/banners.

- 1) We create 2 banners (48" wide by 72" high) for this event. They are hung at both of the entrances to the Miramar Hourglass Rec Center. Both banners include all the sponsor logos and event information.
- 2) 10 Coroplast signs (18"x24") to be used throughout the event to direct people to the parking lot and event entrance.
- 3) We advertise this event in the July issue of San Diego Family Magazine and/or via e-newsletter.
- 4) We distribute 300 event fliers throughout San Diego including the San Diego Regional Center, Miramar Hourglass Rec Center, Miramar Campus, local libraries, rec centers and many other locations our Flourishing Families magazine is distributed to.
300 color copies

◆ Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received?

We have not received a sponsorship or grant from SCDD in the past.

◆ 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?

Attached. Our letter of recommendation is from Linda Burritt, co-founder of Mapigator.

Describe the state goal that the event would be classified.

The Special Needs Resource Foundation and our All-Inclusive Day of Play & Resource Fair can be classified under 2 of the State Goals:

Goal 4 Health & Safety

4.1 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.

Our Flourishing Families resource guide increases awareness for families about the availability of supports throughout San Diego and Imperial County. Our 2020 issue of Flourishing Families includes over 1,200 resources, both local and national. Our publication lists resources under 58 separate categories or areas of need, including Advocacy, Education, Recreation, Learning Disabilities, Therapy, Dental, Vision, and many more. Our Day of Play allows local businesses an opportunity to directly interact with families looking for resources. Families are able to get information directly from each vendor and are able to ask questions about how each service can directly help their child. Our mission is to help parents and advocates in the special needs community overcome the challenges of the family's journey by bringing together people, information and resources. This event aligns perfectly with our mission.

Goal 6 Formal & Informal Community Supports

6.3 The Council will increase outreach, training, and technical assistance to improve the quality of and access to services, including (but not limited to) Regional Centers, education, transportation, public benefits, child care, and recreation for people with I/DD and their families.

Our Day of Play event increases outreach to improve access to recreation for people with I/DD and their families. Our event introduces families to over 75 local resource booths. We have a large amount of recreation services that attend our event, including Special Olympics, AYSO Soccer, Gigi's Playhouse, Sam's Posse Exceptional Rodeo, TOPSoccer, Heart & Hooves Therapy, Move Play Grow, Rolling With Me, San Diego

Seals, Wheelchair Dancers, and many more. Our Flourishing Families resource guide lists over 140 resources in the categories of recreation, music therapy, and therapeutic riding programs. Our event not only helps connect families with recreation opportunities, it allows us to help these resources get their information out to the special needs community through our event, website, resource guide and social media.

All-Inclusive Day of Play Budget 2020

Expenses	Description
\$1000	Event Insurance
\$1000	Miramar Hourglass Rec Center facility rental fees
\$1000	Tables/Chairs for 75 vendors
\$1000	Crafts
\$1000	Promotion/signage/fliers/banners
\$500	DJ
\$500	Games
\$150	Photographer
\$6150	TOTAL

Income	Source
\$3150	First 5 San Diego (pending)
\$500	County of San Diego (pending)
\$1000	The UPS Store (pending)
\$1500	SCDD (pending)
\$6150	TOTAL



State Council on Developmental Disabilities
3831 N. Freeway Boulevard, Suite 125
Sacramento, California 95834
kristie.allensworth@scdd.ca.gov

Dear SCDD Team:

It is my pleasure to provide this letter of recommendation for “Day of Play” in support of the work they do for our special needs community in San Diego.

I am the Co-Founder of Mapigator Inc. Mapigator is a social enterprise startup tech company that has a mission to expand the diversity, inclusion, and accessibility of businesses. Mapigator’s business-listing platform is designed to enable businesses to promote their diverse product offerings and services. The platform allows businesses to promote amenities that equip those who have visible and invisible disabilities or specific needs. I also run the Facebook group “Count Me In”, a group of 1500+ San Diego caregivers of people with disabilities who share advice on services and businesses in San Diego with each other. Our goal is to create a more inclusive community.

For the past three years, Day of Play has brought great value to our organization and the community we serve. During that time, they consistently shared information, activities, support and insights to assist with family self-advocacy in the special needs community as well as providing the larger community a better understanding of disabilities. Day of Play has been an essential way for our organization to connect with the community that needs our services. The last couple of years I was fortunate to take photos of children with and without disabilities at the event enjoying activities together in an inclusive environment. It was a very powerful vision for me, especially as a mother of a child who has multiple disabilities. The group that facilitates Day of Play obviously has a solid understanding of disability and the barriers that often confront this population. Their input inspires me and those I see at the event, to go beyond acceptance and create inclusion and elevate to a better society. Day of Play is both a fun and purpose-driven event, I know that it will continue to bring the same high-level socially responsible impact it has in the past.

While the Day of Play team and I began our relationship as business associates working on an event to help create inclusion, I have come to respect and admire them for their sincerity, ingenuity, and integrity and am impressed by their ability to connect with the community at all levels. We are fortunate to have the work they do here in San Diego, I highly recommend Day of Play for any possible funding through SCDD

Sincerely,

Linda Burritt
Co-Founder, Mapigator Founder,

JUNE 16, 2020

**AGENDA ITEM 10
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

EXECUTIVE DIRECTOR EVALUATION TOOL AND TIMELINE

Deputy Director of Administration Doug Sale will present a draft of the Executive Director (ED) Evaluation documents and timeline for the 2019/2020 evaluation. Committee members will review the documents, discuss the process for the evaluation and vote on whether to move forward so that the full Council may approve the final report at its September 2020 meeting.

Attachments

- A) ED Self-Evaluation Report to the Council
- B) 2020 Council ED Evaluation Tool
- C) 2020 Proposed ED Evaluation Timeline

Actions Recommended

Approve the draft documents for the 2019/20 Executive Director Evaluation tool and timeline.
Convene a special meeting of the Executive Committee to discuss the draft report prior to September 3, 2020.



Executive Director Self-Evaluation Report to the Council

A summary of activities performed during
Fiscal Year 2020
(July 1, 2019 - June 30, 2020)

A. POLICY DEVELOPMENT, PLANNING AND COORDINATION

Council Support and Communication

Task Areas

- A1.** Keeps the Council informed about state and federal laws impacting the rights of individuals with intellectual and developmental disabilities.
- A2.** Keeps the Council informed about headquarter and regional office activities and needs.
- A3.** Notifies the Council of any pending or emerging issues related to Council programs, policy and administrative matters.
- A4.** Provides training to Council members on statutory responsibilities under federal and state law.
- A5.** Works with Council leadership to develop meeting agendas, materials and presentations.

Activities Performed

B. POLICY DEVELOPMENT AND ADVOCACY

Advocacy

Task Areas

- B1.** Ensures development and implementation of the Council's State Plan.
- B2.** Develops, recommends, and represents the Council's positions that positively affect the rights and interests of individuals with intellectual and/or developmental disabilities.

External Relations

- B3.** Maintains effective relationships, and acts as a liaison with Disability Rights California, the University Centers for Excellence and the National Association of Councils on Developmental Disabilities.
- B4.** Maintains effective relationships with disability groups and other people and organizations interested in disability issues.
- B5.** Represents the Council to the Governor's Office, Legislature and other federal, state, and local agencies.
- B6.** Maintains effective relationships between the Council and state and federal agencies that provide funding to the Council.
- B7.** Serves as a spokesperson for the Council.

Activities Performed

C. GENERAL ADMINISTRATION AND MANAGEMENT

Program Administration and Planning

Task Areas

- C1.** Manages day-to-day operations of the Council.
- C2.** Ensures Council's compliance with state and federal laws.
- C3.** Hires, supervises, trains and evaluates staff.
- C4.** Effectively uses money and staff resources to achieve Council goals.

Fiscal

- C5.** Develops and manages the Council's annual budget.
- C6.** Develops and maintains ways to track spending and makes recommendations about funding, or spending, problems.
- C7.** At each meeting, provides the Council with information about funding, spending and any fiscal concerns.

Personnel Management

- C8.** Mentors and builds the skills of Council staff.
- C9.** Supports the development of effective teamwork among Council staff.
- C10.** Demonstrates sensitivity and good judgment when working with Council staff.

Activities Performed

D. 2020 GOALS FROM THE FY 2019 EVALUATION REPORT

D1. Provide an educational activity or presentation about regional office activities to better inform Council member's work at each Council meeting.2020 Goals.

Activities Performed

D2. Work with the Council to identify programmatic and administrative benchmarks which will help the Council better understand the administrative and programmatic trends.

Activities Performed

D3. Increase the ED and SCDD presence and influence with DDS, ARCA and policy makers as a way of ensuring a seat at the table and promoting the SCDD values and vision.

Activities Performed

D4. Continue to develop and mentor Council staff. In 2020 identify and implement strategies to address conflict management and one other area noted by CSUN for development e.g. workload, overall morale and planning and decision making.

Activities Performed

D5. To assist the Council in carrying out its evaluation, arrange for another third-party survey of staff in 2020 prior to the ED evaluation and propose a tool and method of surveying a group of stakeholders e.g. community members, other disability groups, partners and legislative stakeholders about the Council's work.

Activities Performed

D6. Continue to support and actively engage Council members and leadership in all areas of focus including the State Plan, collaborative partners, educational activities, and new initiatives identified by the Council.

Activities Performed

D7. Keep the Council informed of 2022-2026 State Plan Development input at each Council meeting.

Activities Performed

E. EXECUTIVE DIRECTOR SELF-REFLECTION

E1. For the different task areas of my position:

i. What went well this year?

ii. What could have gone better? Why? How?

E2. What are interests/skills that I want to develop this upcoming year? How will I go about developing them? What assistance do I need?

E3. What goals/objectives do I have for the upcoming year?

E4. What elements of my job do I find most difficult?

E5. What elements of my job interest me the most, and the least?

E6. What feedback do I have for the Council? Do I have suggestions for better communication, management, priority setting, collaboration, or staff development?



Executive Director Evaluation Tool

Fiscal Year 2020
(July 1, 2019 - June 30, 2020)

Approved
XXXXXX Council Meeting

**STATE COUNCIL ON DEVELOPMENTAL
DISABILITIES
2020 EXECUTIVE DIRECTOR
EVALUATION SUMMARY**

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act) requires that the Executive Director of the Council be evaluated on an annual basis. The annual evaluation consists of the Council's consideration of: 1) The Executive Director's Self-Evaluation Report to the Council; and 2) 2020 Goals adopted by the Council from the prior year's Executive Director Evaluation.

The process for evaluating the Executive Director is:

1. The Executive Director will submit a self-evaluation report that will include the following:
 - A summary of the activities performed in the three major task areas of the Executive Director's duty statement;
 - A summary of the activities performed in addressing the Council's 2020 Goals from the prior year's evaluation; and
 - A self-reflection that summarizes what went well, what could have gone better, the goals and objectives for the next year, concerns and feedback for the Council.
2. The Council will utilize a non-staff third party with expertise in State personnel policies to oversee and manage the Executive Director Evaluation. The third party will oversee the distribution of the evaluation questions to the Council, collect and tabulate the evaluation results, aggregate written comments to prepare the report, share the responses with the Chairperson, and inform the Chairperson of completion and results.
3. The Executive Director's Self-Evaluation report is incorporated into the evaluation tool. Once completed,

members must return the evaluation to the third party engaged to collect and compile response data.

4. Each evaluation is logged onto a worksheet and summarized by the third party engaged to collect and compile the response data.
5. The third party will prepare a summary report of the data and provide it to the Chairperson.
6. The Chairperson with the assistance of the third party, if desired, will present the summary report along with evaluation materials, statistical data, the Goals and Priorities from the prior year's evaluation, and all other information to the Executive Committee during a closed session. The Executive Committee will approve a draft 2020 Executive Director Evaluation report and recommendation(s) to be considered by the full Council.
7. The Executive Committee with the assistance of the third party, if desired, will present the draft 2020 Executive Director Evaluation report and recommendation(s) to the full Council during a closed session. The Council will approve the final Executive Director Evaluation report and recommendation(s).
8. In open session, the Executive Director and Council then meet to discuss salary/bonus, etc., if applicable.



State Council on Developmental Disabilities 2020 Executive Director Evaluation Questions

DIRECTIONS: For each numbered item below, please provide your rating regarding the Executive Director's performance of each task area by selecting one of the following:

RATING CATEGORY	MEANING
Exceeds expectation	Performance consistently exceeds standards
Meets expectation	Performance fully meets standards
Needs Improvement	Improvement needed for performance to meet standards

You may, but are not required to, provide comments on the Executive Director's performance of each task area. If sending your responses in paper form, you may attach additional pages for your comments, if needed.

*** PLEASE NOTE YOUR RESPONSES WILL REMAIN ANONYMOUS ***

A. Policy Development, Planning and Coordination

Council Support and Communication

A1. The Executive Director keeps the Council informed about state and federal laws impacting the rights of individuals with intellectual and developmental disabilities.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments

A2. The Executive Director keeps the Council informed about headquarter and regional office activities and needs.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

A3. The Executive Director notifies the Council of any pending or emerging issues related to Council programs, policy and administrative matters.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

A4. The Executive Director provides training to Council members on statutory responsibilities under federal and state law.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

A5. The Executive Director works with Council leadership to develop meeting agendas, materials and presentations.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments

B. Policy Development and Advocacy

Advocacy

B1. The Executive Director ensures development and implementation of the Council's State Plan.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

B2. The Executive Director develops, recommends, and represents the Council's positions that positively affect the rights and interests of individuals with intellectual and/or developmental disabilities.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

External Relations

B3. The Executive Director maintains effective relationships, and acts as a liaison with Disability Rights California, the University Centers for Excellence and the National Association of Councils on Developmental Disabilities.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

B4. The Executive Director maintains effective relationships with disability groups and other people and organizations interested in disability issues.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

B5. Represents the Council to the Governor's Office, Legislature and other federal, state, and local agencies.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

B6. The Executive Director maintains effective relationships between the Council and state and federal agencies that provide funding to the Council.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

B7. The Executive Director serves as a spokesperson for the Council.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C. General Administration and Management

Program Administration and Planning

C1. The Executive Director manages day-to-day operations of the Council.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C2. The Executive Director ensures Council's compliance with state and federal laws.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C3. The Executive Director hires, supervises, trains and evaluates staff.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C4. The Executive Director effectively uses money and staff resources to achieve Council goals.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

Fiscal

C5. The Executive Director develops and manages the Council's annual budget.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C6. The Executive Director develops and maintains ways to track spending and makes recommendations about funding, or spending, problems.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C7. At each meeting the Executive Director provides the Council with information about funding, spending and any fiscal concerns.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

Personnel Management

C8. The Executive Director mentors and builds the skills of Council staff.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C9. The Executive Director supports the development of effective teamwork among Council staff.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments
-
-

C10. The Executive Director demonstrates sensitivity and good judgment when working with Council staff.

- Exceeds expectation
 - Meets expectation
 - Needs improvement
 - Do not have enough information to form an opinion
- Comments

2020 EXECUTIVE DIRECTOR EVALUATION TIMELINE

DATE	ACTION
June 2020	<ul style="list-style-type: none"> • Council Chair presents E.D. evaluation process and timeline to the Executive Committee for consideration at the June 16, 2020 Executive Committee meeting. • Executive Committee approves E.D. evaluation process and timeline.
July 2020	<ul style="list-style-type: none"> • E.D. begins work on self-evaluation report on July 1, 2020. • Council is notified of the E.D. evaluation process, timeline and third party at the July 14, 2020 Council meeting. • Deadline for submission of E.D. self-evaluation report to the third party is July 21, 2020. Third-party sets up online evaluation survey to include the E.D. self-evaluation report and the evaluation tool. • Third-party distributes the E.D. evaluation report and survey tool electronically and, if requested, via U.S. mail to Council Members no later than July 24, 2020.
August 2020	<ul style="list-style-type: none"> • Deadline for completion of evaluation survey by Council Members is August 14, 2020. • Council Chair meets with E.D. to discuss self-evaluation report. • Third-party collects and tabulates the survey results, aggregates written comments to prepare report based on responses and provides report to the Council Chair by August 21, 2020. • Council Chair and/or third-party presents evaluation report to the Executive Committee for consideration during a closed session at an Executive Committee meeting date TBD (Between August 21-September 3, 2020). • Executive Committee finalizes the evaluation, adopts content of final evaluation report, recommendation(s), and requested actions for presentation to the full Council.

September 2020	<ul style="list-style-type: none">• Executive Committee presents final evaluation report recommendation(s) and requested actions to the full Council during a closed session at the September 15, 2020 meeting.• Council considers Executive Committee recommendation and approves the final E.D. evaluation report, recommendation(s), and requested actions.• Council Chair provides E.D. with approved E.D. evaluation report, recommendation(s), and requested actions by September 30, 2020.
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DRAFT

JUNE 16, 2020

**AGENDA ITEM 11
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

DISCUSSION: COVID-19 IMPACT ON THE COUNCIL

Committee members will have the opportunity to engage in an open discussion about the recent impacts of COVID-19 on the State Council.

JUNE 16, 2020

**AGENDA ITEM 12
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

NEXT MEETING DATE AND ADJOURNMENT

The Executive Committee's next meeting is scheduled for August 11, 2020.