NOTICE/AGENDA

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
ADMINISTRATIVE COMMITTEE MEETING
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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: **2021.Feb.Admin.Commmittee.Meeting**

MEETING ID: **914 4726 9420**

PASSWORD: **433349**

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OR
JOIN BY TELECONFERENCE: (VOICE ONLY)

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

MEETING ID: **914 4726 9420**

DATE: February 23, 2021

TIME: 9:45 AM – 10:30 AM

COMMITTEE CHAIR: Kim Levy-Rothchild

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 JUN 2019 & FEB 2020 MINUTES** VOTE	Page 3
Item 6.	**SCDD BUDGET UPDATE** VOTE *Presented by Douglas Sale, Deputy Director of Administration* A. F/Y 2020-2021 Budget Update B. Draft 2021-2022 Proposed SCDD Budget	Page 8
Item 7.	**OUT-OF-STATE TRAVEL (OST) RESTRICTION UPDATE** *Presented by Aaron Carruthers, Executive Director*	Page 27
Item 8.	**FUTURE MEETING AND ADJOURNMENT**	

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 Robin Maitino-Erben at (916) 263-8193 or robin.maitino@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.

FEBRUARY 23, 2021
AGENDA ITEM 5.
ACTION ITEM

ADMINISTRATIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of June 2019 & February 2020 Minutes

The June 2019 and February 2020 Administrative Committee meeting minutes will be considered for approval.

Action Recommended

Approve the June 2019 and February 2020 minutes.

Attachments

June 18, 2019 Meeting Minutes
February 19, 2020 Meeting Minutes

DRAFT

Administrative Committee Meeting Minutes
June 18, 2019

Attending Members	Members Absent	Others Attending
Francis Lau (FA)	Kris Kent	Aaron Carruthers
Maria Marquez (SA)		Adam Lewis
Jackie Nguyen (FA)		Robin Maitino-Erben
Charles Nutt (SA)		Sandra Aldana

1. **CALL TO ORDER**
   Committee Chair Jackie Nguyen called the meeting to order at 10:08 AM.

2. **ESTABLISH QUORUM**
   A quorum was established.

3. **WELCOME/INTRODUCTIONS**
   Members and others in attendance introduced themselves.

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

5. **APPROVAL OF THE OCTOBER 2018 & FEBRUARY 2019 MEETING MINUTES**
   Members reviewed the October 2018 and February 2019 meeting minutes.

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

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

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

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

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

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

9. **ADJOURNMENT**
   The meeting was adjourned at 11:39 AM.

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Administrative Committee Meeting Minutes
February 19, 2020

Attending Members	Members Absent	Others Attending
Lee Bycel (FA)	Nicole Adler	Valerie Buell
	Francis Lau (FA)	Aaron Carruthers
		Robin Maitino-Erben
		Douglas Sale

1. **CALL TO ORDER**
   Committee Chair Lee Bycel (FA) called the meeting to order at 10:08 AM.

2. **ESTABLISH QUORUM**
   A quorum was not present.

3. **WELCOME/INTRODUCTIONS**
   Members and others in attendance introduced themselves.

4. **PUBLIC COMMENTS**
   None.

5. **APPROVAL OF THE JUNE 2019 MEETING MINUTES**
   Due to a lack of quorum, this item was tabled.

6. **NOMINATING COMMITTEE PROCEDURE**
   Executive Director Aaron Carruthers presented the Nominating Committee Procedure to those in attendance. Due to a lack of quorum, this item was referred to the Executive Committee for consideration.

7. **SCDD BUDGET UPDATE**
   Executive Director Aaron Carruthers and Deputy Director Douglas Sale provided an in-depth explanation of each budget document contained in the packet. Due to a lack of quorum no action was taken and this item was referred to the Executive Committee for consideration.

8. **Out-of-State (OST) Travel Restriction Update**
   The updated OST travel restriction policy was provided to those in attendance and posted online.

9. **ADJOURNMENT**
   The meeting was adjourned at 11:27 AM.

DRAFT

FEBRUARY 23, 2021

AGENDA ITEM 6.
ACTION ITEM

ADMINISTRATIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD BUDGET

Deputy Director Douglas Sale will provide an update on current year (F/Y2020-21) budget expenditures and present the proposed SCDD 2021-2022 Budget for consideration.

Attachments
1 – 2020/21 First and Second Quarter Report
2 – Proposed SCDD 2021/22 Budget
3 – Budget Process Timeline

Actions Recommended
- Recommend that the Executive Committee approve the FY 2021/22 Proposed SCDD Budget.

- Recommend that the Executive Committee adopt the Administrative Committee's prioritized recommendations for unexpended funds prior year funds.

SFY 20/21 Budget Update Cover Page

The package before the Committee includes the first and second quarter budget expenditure report and statement of activities for State Fiscal Year (SFY) 2020/21 expenditures through September 2020, and a description of the budget line items. As a reminder, on May 12, 2020, the Council approved the SFY 2020/21 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 2020/21 budget reflects 3 months of FFY 2020 funding (July-September) and 9 months of FFY 2021 funding (October-June). On 8/10/20, California received a $369,774 reallotment award. This award is being applied fully to SFY 2020/21 and is identified as unallocated items. On 10/26/2020 California received its initial grant award of $1,508,006 for FFY 2021 and is waiting for our final grant award from ACL.

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 2020/21 budget is $7,510,000 and the BSG Award plus the Reallotment award is $7,891,297 for a projected budget surplus of $381,297.

Prior Year Unexpended Funds

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

Current Year Unexpended Funds

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

Expenditures through
December 2020

State Council on Developmental Disabilities

Council Report for FY 20/21

FEDERAL GRANT (BSG)

Based on State Fiscal Year

July 1 through June 30

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	**$5,513,000**	$412,236	$2,468,613	$3,044,387
Operating Expenses	**$1,757,000**	$186,912	$611,824	$1,145,176
Program Development Grants	**$240,000**	$0	$-322,353	$562,353
Unallocated Funds (Reallotment)	**$369,774**	$0	$0	$369,774
	$7,879,774	$653,782	$2,758,084	$5,121,690

BSG	
# Positions	46
# Vacancies	6
Vacancy %	13%

QUALITY ASSESSMENT (QA)

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	**$2,060,000**	$153,791	$925,822	$1,134,178
Operating Expenses	**$1,538,000**	$44,016	$165,102	$1,372,898
	$3,598,000	$197,807	$1,090,924	$2,507,076

QA	
# Positions	18
# Vacancies	2
Vacancy %	11%

CRA/VAS

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	**$1,368,000**	$94,564	$564,665	$803,335
Operating Expenses	**$472,000**	$16,820	$96,513	$375,487
	$1,840,000	$117,403	$531,328	$1,178,822

CRA/VAS	
# Positions	12
# Vacancies	2
Vacancy %	17%

Total	
# Positions	76
# Vacancies	10
Vacancy %	13%

Updated 2/6/21

State Council on Developmental Disabilities

Council Report for FY 20-21

December 2020

FEDERAL GRANT (BSG)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	5,513,000	412,236	2,468,613	3,044,387	55.2%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	2,360	22,166	52,834	70.4%
Printing	45,000	546	6,893	38,107	84.7%
Communications	100,000	813	15,055	84,945	84.9%
Postage	20,000	512	2,587	17,413	87.1%
Travel-in-State :	335,000	3,848	21,666	313,334	93.5%
Out-of-State Travel	20,000	-	(10)	20,010	100.1%
Training (Tuition and Registration)	25,000	689	3,649	21,351	85.4%
Facilities Operations (Rent)	600,000	49,630	253,793	346,207	57.7%
Facilities Plng/Maint. & Utilities	6,000	1,238	1,856	4,144	69.1%
Interdepartmental Services	411,000	10,090	51,038	359,962	87.6%
External Contract Services	75,000	5,950	(9,072)	84,072	112.1%
Data Processing (Software, Supplies & Misc.)	15,000	2,311	163,373	(148,373)	-989.2%
SWCAP	25,000	-	-	25,000	100.0%
Other Items/Client Services	5,000	108,925	78,830	(73,830)	-1476.6%
Subtotal OE&E	**1,757,000**	**599,148**	**611,824**	**1,145,176**	**65.2%**
Unallocated Funds (Reallotment)	369,774	0	0	369,774	100.0%
PROGRAM DEVELOPMENT GRANTS	**240,000**	**0**	**(322,353)**	**562,353**	**234.3%**
TOTAL	**7,879,774**	**599,148**	**2,758,084**	**5,121,690**	**65.0%**

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	153,791	925,822	1,134,178	55.1%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	21,000	-	6,791	14,209	67.7%
Printing	45,000	339	3,030	41,970	93.3%
Communications	30,000	-	7,986	22,014	73.4%
Postage	23,000	7,337	1,577	21,423	93.1%
Travel-in-State :	40,000	349	712	39,288	98.2%
Training (Tuition and Registration)	3,000	-	-	3,000	100.0%
Facilities Operations (Rent)	255,000	28,687	115,890	139,110	54.6%
Facilities Plng/Maint. & Utilities	2,000	425	1,943	57	2.9%
Interdepartmental Services	174,000	3,363	17,032	156,968	90.2%
External Contract Services	1,000	390	1,453	(453)	-45.3%
Data Processing (Software, Supplies & Misc.)	15,000	1,126	6,743	8,257	55.0%
Other Items/ Client Services	929,000	2,000	1,945	927,055	99.8%
Subtotal OE&E	1,538,000	44,016	165,102	1,372,898	89.3%
TOTAL	**3,598,000**	**197,807**	**1,090,924**	**2,507,076**	**69.7%**

Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,368,000	94,564	564,665	803,335	58.7%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	-	1,056	73,944	98.6%
Printing	9,000	-	229	8,771	97.5%
Communications	25,000	-	3,030	21,970	87.9%
Postage	14,000	85	289	13,711	97.9%
Travel-in-State :	64,000	364	1,831	62,169	97.1%
Training (Tuition and Registration)	15,000	-	-	1,000	100.0%
Facilities Operations (Rent)	24,000	5,048	25,776	(1,776)	-7.4%
Interdepartmental Services	134,000	-	3,354	130,646	97.5%
External Contract Services	3,000	-	-	17,000	100.0%
Data Processing (Software, Supplies & Misc.)	18,000	-	3,136	14,864	82.6%
Other Items/ Client Services	91,000	7,960	44,134	46,866	51.5%
Subtotal OE&E	472,000	13,457	96,513	389,165	82.5%
TOTAL	**1,840,000**	**108,021**	**661,178**	**1,178,822**	**64.1%**

SFY 20/21 FIRST AND SECOND QUARTER EXPENDITURE REPORTS STATEMENT OF ACTIVITIES AND PROJECTIONS

This is a narrative description of the year-to-date expenditure reports, which are attached. It is important to understand that these projections are based on an analysis of expenditure data at a specific point in time-December 2020-and are subject to change.

SFY 2020/21 BSG Expenditures and Unexpended Funds

Total estimated BSG expenditures plus reallotment award is $7,891,297. With 50% of the SFY remaining, total expenditures of $2,758,084 reflect a remaining balance of $5,121,690 (65.0%).

- Personal Services: With 50% of the SFY remaining, total expenditures of $2,468,613 reflect a remaining balance of $3,044,387 (55.2%). The vacancy rate is 13%. There is one vacancy in headquarters (IT Analyst) and five vacancies in the field (one Regional Manager, two Community Program Specialists and two Office Technicians). Based on analysis of the salaries, benefits and estimated duration of each vacant position, staff projects a salary savings of approximately $550,000 for the year (10%). This conservative projection is due to the 9.23% reduction of staff salaries beginning July 1, 2020 and lasting through June 30, 2021 as part of budget reductions enacted by the Legislature in response to the economic downturn caused by the COVID-19 pandemic. The vacancy rate is expected to remain below 10% for the year.

- OE&E: With 50% of the SFY remaining, total expenditures of $611,824 reflect a remaining balance of $1,145,176 (65.2%). Staff can predict with certainty that the In-State Travel line item will be significantly underspent this year due to the fact that members and staff are not traveling due the pandemic. It is possible that we could see a $275,000 savings in In-State Travel this year. What little travel is currently taking place is related to the distribution of PPE in remote areas of the state. The data processing line item is over budget due to the delayed posting of IT infrastructure purchases from SFY 19/20. Staff projects a savings of $300,000 for the year mainly due to lack of travel and hotel/meeting room expenses for Council and committee meetings. It is important to remember that these OE&E line items were not increased after we received our reallotment award. Therefore, we have the additional "unallocated" line item of $369,774, which is detailed below.

- Program Development Grants: With 50% of the SFY remaining, total expenditures of ($322,353) reflect a remaining balance of $562,353 (234.3%). Staff is working with DSS Accounting to identify the cause of the large amount of posted credits. We suspect that the cause could be unreimbursed QA and CRA/VAS expenditures that will be properly posted when reimbursement is received. 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 $369,774 due to reallotment award received in August 2020. At this early stage staff projects this line item will not be fully expended.

- One-Time Projects Approved by Council: Dating back to March 2019, the Executive Committee/Council approved up to $325,000 for the following projects:
    - 3/2019-SCDD Website Redesign ($25,000)
    - 2/2020-Regional Office Firewall and Switch project ($150,000).
    - 7/2020-Online Training Portal ($75,000)
    - 7/2020-Online Regional Center Service Code Directory ($75,000).

- Prior Year Unexpended Funds: As of December 31, 2020, the unexpended FFY 2020 funds carried into FFY 2021 was $1,293,000. There are $352,000 of FFY 2020 unpaid encumbrances that reduce the unexpended funds balance to $941,000.

- Current Year Unexpended Funds Projection*: As of December 31, 2020, staff projects the estimated current year unexpended funds amount is $2,570,000.

- Unexpended Funds Available for the Council to Spend: The COVID travel restrictions and staff salary reductions that began in March 2020 is expected to last through June 2021. As a result, significant savings in staff salaries, member and staff travel, and related OE&E areas have been realized through December 2020 and are expected to continue through June 2021. After deducting the $1.750 million reserve and $325,000 in previously approved one-time projects, staff projects $445,000 is available for the Council to consider on additional one-time initiatives.

SFY 20/21 Quality Assurance (QA) Reimbursements from DDS

Total QA dollars available are $3,598,000. With 50% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of $2,507,076 (69.7%).

- Personal Services: With 50% of the SFY remaining, total expenditures of $925,822 reflect a remaining balance of $1,134,178 (55.1%). The vacancy rate is 11% consisting of a vacancy in the San Diego office and the portions of the Regional Manager and field Office Technician vacancies charged to the QA project. These vacancies are not negatively impacting SCDD's ability to meet the QA contract deliverables. Staff projects a savings of approximately $100,000 (5%) due to the 9.23% reduction of staff salaries caused by the COVID-19 pandemic. The vacancy rate is expected to remain at/below 11% for the year.

- OE&E: With 50% of the SFY remaining, total expenditures of $165,102 reflects a remaining balance of $1,372,898 (89.3%). The largest savings are occurring in the Other Items/Client Services (0.2% spent) line items. These savings are due to delays in posting QA paid interviewer stipends to complete the required surveys. It is possible that the unusual charges in the BSG "Other Items" and "Program Development Grants" items could be QA paid interviewer stipends not yet reimbursed by DDS. Staff is projecting a significant OE&E savings and reminds the Committee that DDS reimburses SCDD only for actual expenses, so any projected savings has no fiscal impact.

SFY 20/21 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS dollars available are $1,840,000. With 50% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of $1,178,822 (64.1%).

- Personal Services: With 50% of the SFY remaining, total expenditures of $564,665 reflects a remaining balance of $803,335 (58.7%). The vacancy rate is 17% consisting of one vacancy at Fairview Developmental Center that will not be filled, one vacancy at Porterville Developmental Center that will be filled, and the portions of the field Office Technician vacancies charged to the CRA/VAS project. The closure of Sonoma and Fairview Developmental Centers has reduced the CRA/VAS staff levels as services are being provided only at Porterville Developmental Center and Canyon Springs Community Facility.

- OE&E: With 50% of the SFY remaining, total expenditures of $96,513 reflects a remaining balance of $389,165 (82.5%). Staff can predict with certainty that the In-State Travel line item will be significantly underspent this year due to the fact that staff are not traveling due the pandemic. It is possible that we could see a $60,000 savings in In-State Travel this year. Staff is projecting a significant OE&E savings and reminds the Committee that DDS reimburses SCDD only for actual expenses, so any projected savings has no fiscal impact.

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

Categories	Basic State Grant (BSG)	Client's Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grant	State Reimbursement	State Reimbursement	
1. Personal Services				
Net Salaries & Wages	$3,569,000	$927,000	$1,393,000	$5,889,000
Temporary Help / Honorarium	$87,000	$0	$0	$87,000
Worker's Compensation	$55,000	$5,000	$5,000	$65,000
Staff Benefits	$1,802,000	$436,000	$661,000	$2,917,000
Total Personal Services	**$5,513,000**	**$1,368,000**	**$2,060,000**	**$8,941,000**
2. Operating Expense and Equipment				
General Expense	$75,000	$75,000	$21,000	$171,000
Printing	$45,000	$9,000	$45,000	$99,000
Communications	$100,000	$25,000	$30,000	$155,000
Postage	$20,000	$14,000	$23,000	$57,000
Travel In-State	$335,000	$64,000	$40,000	$439,000
Travel Out-of-State	$20,000	$0	$0	$20,000
Training (Tuition & Registration)	$25,000	$15,000	$3,000	$43,000
Facilities Operations (Rent)	$600,000	$24,000	$255,000	$879,000
Utilities	$6,000	$0	$2,000	$8,000
Interdepartmental Services	$411,000	$134,000	$174,000	$719,000
External Contract Services	$75,000	$3,000	$1,000	$79,000
Data Processing (Software, licenses, etc.)	$15,000	$18,000	$15,000	$48,000
Statewide Cost Allocation Plan (SWCAP)	$25,000	$0	$0	$25,000
Other Items of Expense	$5,000	$91,000	$929,000	$1,025,000
Total Operating Expense and Equipment	**$1,757,000**	**$472,000**	**$1,538,000**	**$3,767,000**
3. Community Program Development Grants	**$240,000**	**$0**	**$0**	**$240,000**
4. Total Council Budget (1 + 2 + 3)	**$7,510,000**	**$1,840,000**	**$3,598,000**	**$12,948,000**

5. Total *Estimated Basic State Grant Award**	**$7,521,523**
6. Reallotment Award Received 8/10/2020 - Unallocated	**$369,774**
7. Total *Estimated* BSG Award + Reallotment Award	**$7,891,297**
8. Difference between Total Council Budget and *Estimated* Basic State Grant Award + Reallotment Award	**$381,297**
9. Prior Year's Unexpended Balance as of December 31, 2020	**$941,000**

*** FFY 20 amount. Still waiting for final FFY 21 allotment from ACL.**

BSG & CRA/VAS Items #1-4 Approved by Council on May 12, 2020
QA Items #1-4 revised on October 20, 2020 per DDS contract #HD209031

State Council on Developmental Disabilities
State Council Budgeted Base
Proposed Fiscal Year 2021-22 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	$3,748,000	$927,000	$1,393,000	$6,068,000
Temporary Help / Honorarium	$87,000	$0	$0	$87,000
Worker's Compensation	$55,000	$5,000	$3,000	$63,000
Staff Benefits	$1,938,000	$436,000	$664,000	$3,038,000
Total Personal Services	**$5,828,000**	**$1,368,000**	**$2,060,000**	**$9,256,000**
2. Operating Expense and Equipment				
General Expense	$75,000	$5,000	$45,000	$125,000
Printing	$45,000	$9,000	$50,000	$104,000
Communications	$100,000	$10,000	$30,000	$140,000
Postage	$20,000	$1,000	$46,000	$67,000
Travel In-State	$300,000	$32,000	$70,000	$402,000
Travel Out-of-State	$20,000	$0	$0	$20,000
Training (Tuition & Registration)	$25,000	$15,000	$6,000	$46,000
Facilities Operations (Rent)	$600,000	$24,000	$268,000	$892,000
Utilities	$6,000	$0	$2,000	$8,000
Interdepartmental Services	$225,000	$134,000	$174,000	$533,000
External Contract Services	$250,000	$3,000	$200,000	$453,000
Information Technology	$465,000	$45,000	$60,000	$570,000
Statewide Cost Allocation Plan (SWCAP)	$25,000	$0	$0	$25,000
Other Items of Expense	$5,000	$91,000	$0	$96,000
Less Previously Approved One-Time Projects	($325,000)			
Total Operating Expense and Equipment	**$1,836,000**	**$369,000**	**$951,000**	**$3,156,000**
3. Community Grants	**$260,000**	**$0**	**$0**	**$260,000**
4. Total Council Budget (1 + 2 + 3)	**$7,924,000**	**$1,737,000**	**$3,011,000**	**$12,672,000**
5. Total Estimated Basic State Grant Award*	**$7,522,000**			
6. Difference between Total Council Budget and Estimated Basic State Grant Award*	**($402,000)**			
7. Cash Reserve	**$1,750,000**			
8. Estimated Unexpended Funds Available for the Council to Spend	**$445,000**			

* FFY 2021 BSG Award not expected until end of February. FFY 2020 Award is listed for now.

State Council on Developmental Disabilities
Proposed Fiscal Year 2021/22 BSG Budget
Description of Line Item Changes

The preliminary State Fiscal Year (SFY) 2021/22 BSG budget would increase $414,000 from $7,510,000 to $7,924,000. This document describes the proposed changes to specific line items in the preliminary SFY 2021/22 budget from the SFY 2020/21 budget.

Net Salaries and Wages
This line item is projected to increase $235,000 from $3,513,000 to $3,748,000. This includes the Basic State Grant (BSG) share of the proposed termination of the 9.23% Personal Leave Program to all employees on July 1, 2021 and 5% merit salary adjustments for staff not at the top salary step.

Temporary Help/Honorarium
This line item is projected to remain unchanged from the previous year and covers honoraria payments to Council members.

Staff Benefits
This line item is projected to increase $136,000 from $1,802,000 to $1,938,000 due to a collectively bargained increase of $3,120 per employee per year for employer paid healthcare premiums and contributions to retiree health care benefits.

General Expense
This line item is projected to remain unchanged from the previous year and includes:
- NACDD and other association dues and subscriptions
- Office Equipment and Furniture purchase and repair
- Meeting rooms and audio/visual services for in-person Council & committee meetings

Printing
This line item is projected to remain unchanged from the previous year and includes:
- Copier maintenance in all offices
- Pamphlets, brochures, business cards, etc.
- Copy paper

Communications
This line item is projected to remain unchanged from the previous year and includes:
- $60,000 annual legislation, policy and communications budget to implement a comprehensive statewide communications plan
- Land line and mobile telephones devices and usage, Zoom licenses, overnight delivery services (FedEx)

Postage
This line item is projected to remain unchanged from the previous year and includes:
- Postage meter rental, repair and supplies
- Postage permits, stamps, etc.

Travel In-State
This line item is projected to decrease $30,000 from the previous year to $300,000 due to a permanent reduction in post-pandemic travel for Council/committee members and SCDD staff by

utilizing videoconference technology for meetings and dissemination of trainings and other State Plan activities. Travel includes:

- Commercial airfare
- Train fare
- Overnight lodging
- Meals
- Private car mileage and Enterprise rental car charges
- Public transit, taxi, Uber, Lyft, shuttle, etc.

Travel Out of State
This line item is projected to remain unchanged from the previous year and includes Governor-approved out-of-state trips for required meetings with the Administration on Community Living, NACDD and other DD Act partners as required as part of our Basic Support Grant.

Training
This line item is projected to remain unchanged from the previous year and includes:

- Tuition and registration for all required and job-related skills development and leadership development training to rank and file and managerial staff
- Contract with CalHR and external trainers for staff training and development

Facilities Operations
This line item is projected to remain unchanged from the previous year and includes:

- Rents/leases for SCDD offices
- DGS planning and lease management services
- Janitorial services
- Security/alarm services

Utilities
This line item is projected to remain unchanged from the previous year and includes electricity, gas, water, sewer and garbage disposal for SCDD offices where utilities are not included in the rent/lease.

Interdepartmental Services
This line item is projected to decrease $186,000 from the previous year to $225,000 due to the redirection of IT expenditures to the Information Technology line item and includes:

- $175,000 annual contract with the Department of Social Services for administrative support services
- Contracts with other state agencies for their services (State Treasurer, State Controller, Attorney General, CalHR, etc.)
- Audit charges for SCDD audits by control agencies (State Auditor, State Personnel Board, Department of General Services, Department of Finance, etc.)

External Contract Services
This line item is projected to increase $175,000 from the previous year to $250,000 to fund the following one-time IT projects previously approved by the Council:

- $25,000 Website redesign project approved March 2019
- $75,000 Online training portal project approved July 2020
- $75,000 Regional Center service codes portal project approved July 2020

This line item also includes:

- Interpreting, translation, and captioning services

- Personal services and consultant services contracts (meeting facilitators, presenters, etc.)

Information Technology
This line item is projected to increase $450,000 from the previous year to $465,000 due to changes in expense coding of CDT data line charges from Interdepartmental Services to this line item and includes:

- $115,000 annual CDT website hosting and data line charges for all SCDD offices
- $50,000 purchase of computers, monitors, printers, copiers, etc. per the 5-year equipment refresh schedule
- $100,000 annual license for the Qualtrics data management product
- $50,000 annual software purchase and renewal (Windows Operating System, Office 365, Adobe, etc.)
- $150,000 One-time firewall and switch project for the regional offices

SWCAP
This line item represents SCDD's share of state administrative overhead and is statutorily capped at $25,000.

Other Items of Expense
This line item is projected to remain unchanged from the previous year and represents expenses that do not fall under any of the above categories.

Community Program Development Grants
This line item is projected at $260,000 for statewide grants.

State Council on Developmental Disabilities Budget Process Timeline

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

State Council on Developmental Disabilities Budget Process Timeline

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

State Council on Developmental Disabilities Budget Process Timeline

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

State Council on Developmental Disabilities Budget Process Timeline

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

State Council on Developmental Disabilities Budget Process Timeline

October	Departments submit their budget galleys to DOF for inclusion in the January 10 Governor's proposed budget.	October 1 FFY begins. If bills are not signed and there is no CR, all or part of the government shuts down.	October-December 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		November-December Federal agencies develop their funding proposals for potential inclusion in the President's proposed budget for the upcoming FFY.	
December	The details of the Governor's proposed budget are confidential until it is released on January 10.		

FEBRUARY 23, 2021

AGENDA ITEM 7.
INFORMATIONAL ITEM

ADMINISTRATIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Out-of-State Travel (OST) Restriction Update

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

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

Attachments
SCDD Policy 1-460

TRAVEL OUT OF STATE

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

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

Applies To:
Councilmembers

POLICY

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

Mission critical means travel that is directly related to:

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

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

compliance related events (e.g. interviews, depositions, or testimony) related to federal funding.

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

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

1. Alabama
2. Idaho
3. Iowa
4. Kansas
5. Kentucky
6. Mississippi
7. North Carolina
8. Oklahoma
9. South Carolina
10. South Dakota
11. Tennessee
12. Texas

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

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