



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: <http://bit.ly/ExecCmteFeb2021>

MEETING ID: **931 8138 3236**

OR

JOIN BY TELECONFERENCE: (VOICE ONLY)

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

MEETING ID: **931 8138 3236** and **passcode 949048**

DATE: February 23, 2021




TIME: 10:30 AM – 2:00 PM

COMMITTEE CHAIR: Lee Bycel

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

| | |
|---|--|
| Item 4. PUBLIC COMMENTS | |
| <i>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.</i> | |
| Item 5. APPROVAL OF OCTOBER 2020 MINUTES |  Page 3 |
| <i>All</i> | |
| Item 6. COMMITTEE CHAIR UPDATES | Page 8 |
| <i>All</i> | |
| Item 7. ITACC TRAINING | Page 10 |
| <i>Angela Castillo-Epps, Technical Assistance Specialist, NACDD Information and Technical Assistance Center (ITACC)</i> | |
| Item 8. EXECUTIVE DIRECTOR REPORT | Page 41 |
| <i>Aaron Carruthers, Executive Director</i> | |
| Item 9. SCDD BUDGET UPDATE |  Page 42 |
| <i>Douglas Sale, Deputy Director of Administration</i> | |
| A. Fiscal Year 2020-2021 Budget Update | |
| B. Draft 2021-2022 Proposed SCDD Budget | |
| Item 10. OUT OF STATE TRAVEL POLICY UPDATES |  Page 61 |
| <i>Douglas Sale, Deputy Director of Administration</i> | |
| Item 11. ADJOURNMENT AND NEXT MEETING DATE | Page 64 |
| <i>The next meeting of the Executive Committee will be on April 13, 2021.</i> | |

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.

FEBRUARY 23, 2021

AGENDA ITEM 5

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of October 2020 Minutes

Minutes from the October 20, 2020 Executive Committee meeting are included in the packet for review. Committee members will vote on whether to approve the minutes.

Attachment

October 2020 Executive Committee meeting minutes

Action Recommended

Approve the October 2020 Minutes.



DRAFT

Executive Committee Meeting Minutes October 20, 2020

Members Attending

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

Members Absent

N/A

Others Attending

Aaron Carruthers
Charlotte Endres
Christina Cannarella
Robin Maitino-Erben

1. CALL TO ORDER

Executive Committee Chair Julie Austin called the meeting to order at 9:10 A.M.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

Public member Christina Cannarella thanked the Council for hosting the Committee meeting and expressed appreciation for the Council's work.

5. APPROVAL OF THE AUGUST 2020 MEETING MINUTES

Action 1

It was moved/seconded (Witherspoon [S.A.]/Marquez [S.A.]) and carried to approve the August 2020 meeting minutes. (Unanimous)

Legend:

SA = Self-Advocate
FA = Family Advocate

N/A = not available
DNP = Did Not Participate

Page 1

6. EXECUTIVE DIRECTOR REPORT

Executive Director Aaron Carruthers provided Committee members with a report on a variety of recent Council activities and priorities.

Carruthers congratulated the Council on its recent success in policy change advocacy. In September Governor Newsom signed important Council-sponsored legislation, SB1264, which cleared up language regarding Authorized Representation, extended the paid internship program for people with disabilities who wish to apply for State employment and requires residential license facilities and day programs to adopt emergency disaster preparedness plans.

The Statewide Self-Determination Advisory Committee (SSDAC) met after the September Council meeting and focused on putting its barriers report into action. From this report, the Co-Chairs presented several recommended action items for local committees, including getting monthly information from the Regional Centers about who is enrolled in the Self-Determination Program (SDP) and getting engaged in conducting orientations for the Program. Additionally, local committees can identify best practices and explore options for using their funding to hire support staff for hosting more statewide meetings.

The Employment First Committee (EFC) met in September and is working on improving the employment data dashboard, which is hosted on the Council's website. The Committee is also focused on improving employment outcomes for people with disabilities while considering the effects of COVID on employment opportunities. October is National Disability Employment Awareness Month, and one notable highlight is that the Council-sponsored documentary, "Let's Work!" premiered at the San Diego International Film Festival. SCDD staff is currently working on coordinating a virtual film screening party for the public to view the documentary and will provide more details soon.

SCDD is offering a new Self-Advocacy initiative this year. SCDD Self-Advocacy Coordinator Riana Hardin is leading a series of statewide conversations with Self-Advocates. These monthly chats are informal and will provide a forum for Self-Advocates to come together and talk about topics that matter to them.

The Membership Committee met recently and put forward the names of three individuals to recommend to the Governor's office for Council

Legend:

SA = Self-Advocate
FA = Family Advocate

N/A = not available
DNP = Did Not Participate

Page 2

vacancies. If those individuals are appointed, the Council's membership will be at full capacity.

SCDD welcomed its new Deputy Director of Regional Office Operations, Tania Morawiec. Ms. Morawiec began work with SCDD on September 28th. Additionally, interviews for the SCDD staff attorney position will resume at the end of October.

7. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers presented SCDD's recent budget updates. Closing out the State Fiscal Year budget of 2019-2020, the Council ended the last year with a remaining balance of federal dollars. SCDD will keep those funds on reserve for unforeseen expenses that could arise. Committee members also reviewed the detailed budget line items which were provided in their meeting packets. Items of note included increased costs for computer and technology upgrades as well as the Qualtrics data reporting platform.

8. SPONSORSHIP REQUESTS

The Council received two sponsorship requests for Committee review.

The first request was from the San Diego Committee on Employment for People with Disabilities (SDCEPD) to support their work on Jobtoberfest, an annual job fair event in San Diego. SDCEPD requested \$1,500 in sponsorship funds.

The second sponsorship request was from the Illumination Institute to develop COVID-specific guided practices and conduct online mindfulness workshops for families of children with I/DD. The proposed work would be in collaboration with the SCDD Orange County Regional Office. The Illumination Institute requested \$1,500 in sponsorship funds.

Action 2

It was moved/seconded (Witherspoon [S.A.]/Bycel [F.A.]) and carried to approve the Sponsorship requests from the San Diego Committee on Employment for People with Disabilities and the Illumination Institute.
(Unanimous)

9. CONFLICT OF INTEREST WAIVER REQUESTS

Committee members reviewed conflict of interest waiver requests that were recently submitted to the Council for approval. Requests and conflict

Legend:

SA = Self-Advocate
FA = Family Advocate

N/A = not available
DNP = Did Not Participate

Page 3

of interest mitigation plans were received from Christina Cannarella, Ana Quiles and Lillian Martinez (North Los Angeles County Regional Center); Terri Morton, William Battles, Adam Beals and Leslie Corletto (Far Northern Regional Center); and Dora Moorman, Chris Soares and Susan Xiong (Central Valley Regional Center).

Action 3

It was moved/seconded (Eriksen [S.A.]/Marquez [S.A.]) and carried to approve all conflict of interest waiver requests for submission to the Department of Developmental Services. (Unanimous)

10. CLOSED SESSION – PERSONNEL

The Committee went into closed session to determine the evaluation of a public employee.

11. RECONVENE OPEN SESSION

The Committee determined that they would table the conversation and reconvene prior to the next Council meeting in order to complete the Executive Director evaluation. No further action was taken at this time.

12. ADJOURNMENT AND NEXT MEETING DATE

The next Executive Committee meeting will be held on February 23, 2021. Meeting adjourned at 12:30 P.M.

Legend:

SA = Self-Advocate
FA = Family Advocate

N/A = not available
DNP = Did Not Participate

Page 4

FEBRUARY 23, 2021

**AGENDA ITEM 6
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Committee Chair Updates

A new regular agenda item will be introduced this year: Committee Chair Updates. Each Committee member will be asked to describe their committee's goals for 2021 and what they need from the Executive Committee in order to meet those goals. Members will have up to five minutes to speak to the Committee and share their priorities. The following is a list of members and the committees they chair:

Lee Bycel – Executive Committee

Julie Austin – Legislative and Public Policy Committee (LPPC)

Kilolo Brodie – State Plan Committee (SPC)

Jeana Eriksen – Self-Advocates Advisory Committee (SAAC)

Maria Marquez – Statewide Self-Determination Advisory Committee (SSDAC)

Kara Ponton – Membership Committee

Kim Rothschild – Administrative Committee

Wesley Witherspoon – Employment First Committee (EFC)

Attachment

2021 SCDD Committee Assignments List

SCDD Committees 2021

| Executive | Administrative | LPCC | Employment First |
|-------------------------|------------------------------|----------------------------|----------------------------------|
| Lee Bycel - Chairperson | Kim Rothschild - Chairperson | Julie Austin - Chairperson | Wesley Witherspoon - Chairperson |
| Julie Austin | Nicole Adler | Jeana Eriksen | Cindy Chiu - DOR |
| Kilolo Brodie | Francis Lau | Andy Imparato | Will Francis - UCEDD/UCLA |
| Jeana Eriksen | | Connie Lapin (community) | Sarah Isaacs - DRC |
| Maria Marquez | | Maria Marquez | Michael Luna - DDS |
| Kara Ponton | | Karen Millender | Kara Ponton - Self Advocate Seat |
| Kim Rothschild | | Jonathan Nelson | Steve Ruder - UCEDD/M.I.N.D. |
| Wesley Witherspoon | | Julie Neward | Nick Wavrin - CDE |
| | | Olivia Raynor | Larry Yin - UCEDD/UCLA |
| | | Rosie Ryan | |
| | | Wesley Witherspoon | |

| Membership | State Plan | SAAC | CalABLE |
|---------------------------|-----------------------------|-----------------------------|----------------------|
| Kara Ponton - Chairperson | Kilolo Brodie - Chairperson | | Sandra Aldana |
| Nicole Adler | Sandra Aldana | Jeana Eriksen - Chairperson | |
| Julie Neward | Lee Bycel | Rosie Ryan (Vice Chair) | SSAN |
| Rosie Ryan | Julio Garnica | Nicole Adler | Matthew Lagrand |
| | Matthew Lagrand | Sandra Aldana | |
| | David Pegos | Julio Garnica | SSDAC |
| | Aubyn Stahmer | Matthew Lagrand | Maria Marquez, Chair |
| | | Maria Marquez | |
| | | Kara Ponton | |
| | | Wesley Witherspoon | |

| Nominating |
|-----------------------------|
| Sandra Aldana - Chairperson |
| Joyce McNair |
| Kim Rothschild |
| Rosie Ryan |
| Aubyn Stahmer |

| DS Task Force |
|---|
| Maria Marquez - Task Force & Transparency |
| Joyce McNair - Community Resources |
| |
| |
| |

FEBRUARY 23, 2021

**AGENDA ITEM 7
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

ITACC Training

In 2020 and 2021, the Council welcomed new members and made changes in leadership roles. This is a great opportunity for Committee leaders to receive training and updates from our national organization, the National Association of Councils on Developmental Disabilities (NACDD). The NACDD provides an Information and Technical Assistance Center, known as ITACC, for DD Council staff and Councilmembers. ITACC's technical assistance specialist, Angela Castillo-Epps, will join the Executive Committee meeting to provide Chairperson training with time afterwards for Q&A and discussion.

Attachments

- 1 - Chairperson/Committee Chair Leadership Presentation
- 2 - Leadership Tips for Developmental Disabilities Councils
- 3 - Excellent Practices in Leadership Presentation



CHAIRPERSON/COMMITTEE CHAIR LEADERSHIP

ROLES AND RESPONSIBILITIES

CA State Council on Developmental Disabilities

AGENDA

01

Introduction and review
of
Chairperson/Committee
Chair Roles and
Responsibilities

02

Share tips for
Chairperson/Committee
Chair Leadership

03

Review of ITACC
handouts and resources

04

Question and
Answer/Peer to Peer
conversation



QUALITIES OF A LEADER

*Fair, respectful, positive,
focused, accountable and
committed to the Council's
vision and mission.*



ACTIONS OF A LEADER

- ✓ Communicates well (Active listener, gives clear directions and resolves conflicts)
- ✓ Prepares for each meeting.
- ✓ Uses resources to support meaningful participation of all members.
- ✓ Supports the Council members to stay on task.
- ✓ Encourages collaboration.
- ✓ Represents the group.

DUTY OF CARE, LOYALTY AND OBEDIENCE

DUTY OF CARE: The duty of care is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a Council member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the Council.

DUTY OF LOYALTY: The duty of loyalty is a standard of faithfulness; a Council member must give undivided allegiance when making decisions affecting the Council. This means that a Council member can never use information obtained as a member for personal gain but must act in the best interests of the Council.

DUTY OF OBEDIENCE: The duty of obedience call for Council members to be faithful to the Council’s mission. They are not permitted to act in a way that is inconsistent with the goals of the Council. A basis for this rule lies in the public’s trust that the Council will manage funds to advance the Council’s mission through its work. This duty also requires Council members to obey the law (Federal and/or State) and the Council’s internal rules and regulations.

ROLES AND RESPONSIBILITIES WITH COUNCIL MEMBERSHIP

- The Council Chairperson is responsible for managing the Council and leading its organizational oversight.
- Council chairs who fully understand their governance responsibilities in relationship to the Council's goals and are aware of their own working style, have an advantage in working strategically with both the Council and the Executive Director.

ROLES AND RESPONSIBILITIES WITH THE ORGANIZATION

- Show an understanding of and passion for the mission, values, and work of the Council.
- Uphold legal and ethical standards of conduct.
- Ensure Council members and management (including the Council Chair and Executive Director) speak with one voice in the community.
- Support transparency, compliance, and accountability for the Council's operations.

CHAIRPERSON & COMMITTEE CHAIR LEADERSHIP TIPS



BUILD STRONG PEER RELATIONSHIPS



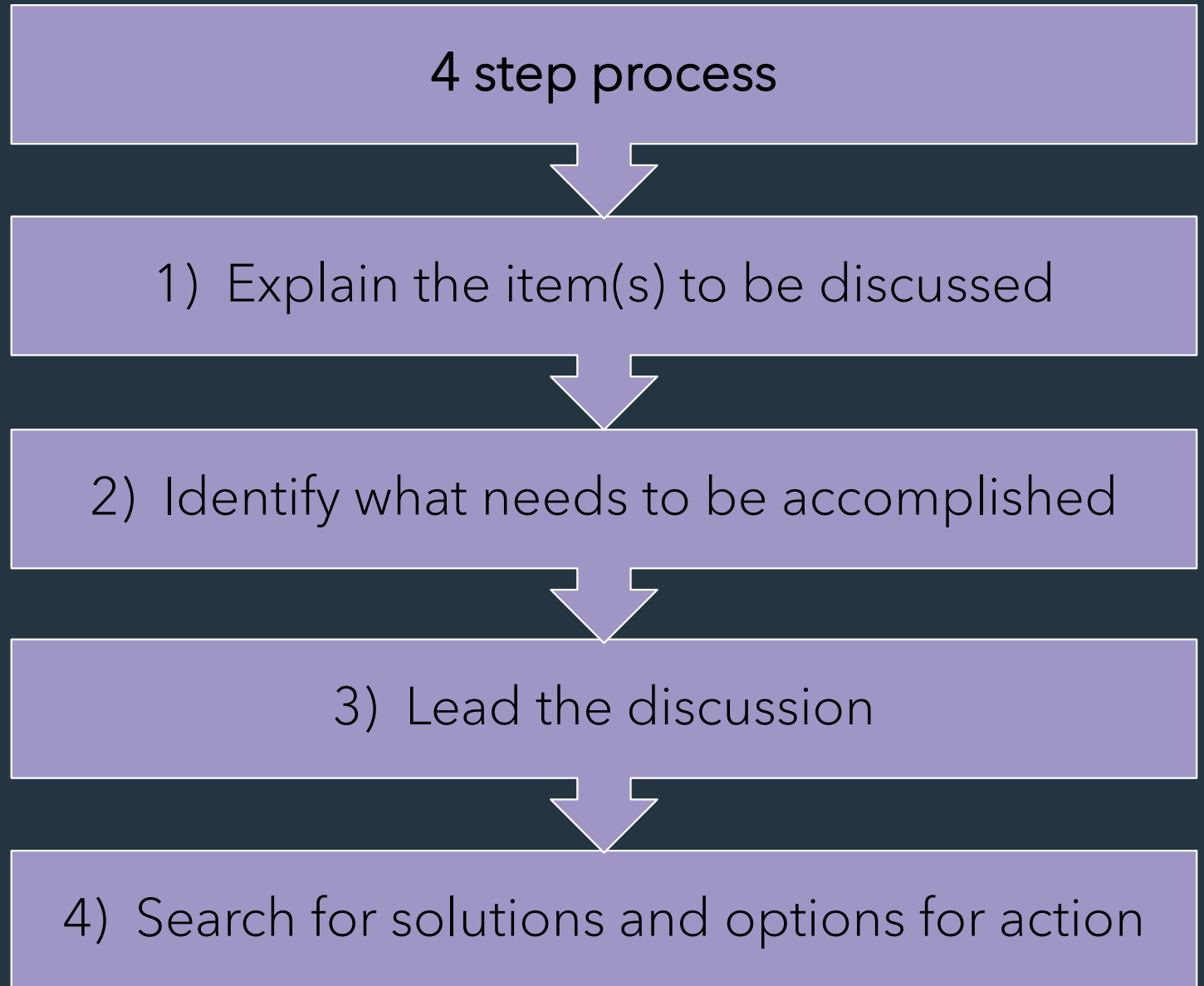
Strong relationships and partnerships are characterized by:

- Mutual respect, trust, and support
- Reciprocal communications
- Mission-driven shared purpose

COMMITTEE CHAIR TIPS FOR RUNNING A SUCCESSFUL MEETING

- Take the responsibility of facilitating each Council meeting seriously.
- Start and end on time.
- Reserve time for a welcome and introductions.
- Share the meeting rules. (i.e., Robert's Rules of Order, or other procedure)
- Everyone participates. (Respect each other's ideas and take turns)
- Build on what others say
- Prepare well in advance to ensure meetings run smoothly.

PROCESS FOR DELIBERATION



COMING TO CONSENSUS

Consensus is reaching a decision that every member agrees to support. Each member should be able to say:

"I believe the Council members heard my ideas. I have heard the ideas of the Council members. Though I may not agree, I will support the Council's decision because it was reached fairly."

COMPLETING THE AGENDA



- Make sure all meeting materials are accessible. (Use icons to label materials, color coded documents help to organize materials; use a PowerPoint presentation to show each agenda item.
- Follow the agenda. (If other issues or ideas arise, place them on a list and address at the end of the meeting or save for the next time the Council meets)



COMPLETING THE AGENDA CONTINUED



- Summarize each agenda item before moving to the next.
- Brake for questions to make sure everyone is keeping up with the pace of the meeting.
- **IMPORTANT:** Periodically evaluate your DD Council meeting process to determine new or emerging needs of the group.



RESOURCES FOR ADDITIONAL LEARNING

- ITACChelp.org website/Council member page
- Chairperson Training and Education
- HANDOUTS
- ✓ Leadership Tips for Developmental Disabilities Councils
- ✓ 5-Exemplary Practices in Leadership, 2021



***“LEADERSHIP IS PRACTICED NOT
SO MUCH IN WORDS AS IN
ATTITUDES AND ACTIONS.”***



Harold S. Geneen





For more
information, contact
Itacc staff

Angela C. Epps [acastillo-
epps@nacdd.org](mailto:acastillo-epps@nacdd.org)

Sheryl Matney
smatney@nacdd.org

Leadership Tips for Developmental Disabilities Councils

“Leadership is practiced not so much in words as in attitudes and actions.”

Harold S. Geneen

QUALITIES

A Leader is

Fair, respectful, positive, focused, accountable and committed to the Council’s vision and mission.

ACTIONS

A Leader...

- ✓ Communicates well (Active listener, gives clear directions and resolves conflicts)
- ✓ Prepares for each meeting.
- ✓ Uses resources to support meaningful participation of all members.
- ✓ Supports the Council members to stay on task.
- ✓ Encourages collaboration.
- ✓ Represents the group.

TIPS FOR COMMITTEE CHAIRS –

Get to know the members...

Plan to meet committee members individually—even if you meet with just one per month, it will be worthwhile.

Ask each one:

>What do you hope to obtain from this committee experience?

>How can the DD Council support you to participate effectively on this committee?

(Accommodations, additional training etc.)

>Do you have any skills, connections or interests that would be useful to the committee, that we are unaware of or not utilizing?

Facilitating a discussion/deliberation...

- Introduce the topic without sharing personal opinions.
- Make sure everyone is on the same page with what needs to be accomplished by having the discussion.
- Encourage open discussion where every member has the chance to communicate.
- Search for solutions and plan for next steps.

RUNNING A SUCCESSFUL MEETING

- Start and end on time.
- Reserve time for a welcome and introductions.
- Share the meeting rules. (i.e., Robert's Rules of Order, or other procedure) – *Your Councils could customize this bullet point.*
- Everyone participates. (Respect each other's ideas, take turns, and make decisions by consensus)

Consensus is reaching a decision that every member agrees to support. Each member should be able to say:

"I believe the Council members heard my ideas. I have heard the ideas of the Council members. Though I may not agree, I will support the Council's decision because it was reached fairly."

COMPLETING THE AGENDA

1. Make sure all meeting materials are accessible. (Use icons to label materials, color coded documents help to organize materials; use a PowerPoint presentation to show each agenda item.
2. Follow the agenda. (If other issues or ideas arise, place them on a list and address at the end of the meeting or save for the next time the Council meets)
3. Summarize each agenda item before moving to the next.
4. Brake for questions to make sure everyone is keeping up with the pace of the meeting.
5. **IMPORTANT:** Periodically evaluate your DD Council meeting process to determine new or emerging needs of the group.

Excellent Practices in Leadership

The Journey to Becoming a
Better Leader

What we know about leadership

- Effective leadership does not happen by accident.
- Leadership is a skill and must be developed.
- Leadership skills are improved by practice, studying and feedback.
- Leadership is not a position.
- Leadership is not easy.

What we know....

- Councils are mission-driven, organic, emotional and complicated.
- People connected to a mission-driven group arrive with their own personal agenda

5 Excellent Practices

- Modeling the Way.
- Inspiring a Shared Vision.
- Challenging the Process.
- Enabling Others to Act.
- Encouraging the Heart.

Modeling the Way

- A Leader's behaviors, skills, and qualities are what establishes the expectations of the group.
- A Leaders BEHAVIORS are more important than any word they can ever speak.
- Leaders **MUST** say what they mean and **DO** what they say.
- People follow the person first, and then the plan... always.
- People only follow the directions of those they trust when the path they are traveling really matters to them.

Set the example

- Leaders must LIVE the values they expect of others.
- If you cannot LIVE it, then you cannot lead it.
- Make it Sincere--- It comes from the heart.
- Leadership by example inspires us.
- Inspect what you expect.

Inspire a Shared Vision

- We, as people, are willing to invest our inspiration in those who are compelling.
- Language connects people and communication is key.
- Leaders who do not engage others in a shared vision has a small audience... themselves.
- Emotions are contagious!
- Whatever we speak we are...or will become.
- BE EXCITED about your work, history, mission, vision, future, and team.

Challenge the Process

- Venture outside of your comfort zone.
- Those who lead others to greatness, actively seek and embrace challenges and positive change.
- Innovation in the presence of challenge is what fosters greatness.
- There is always opportunity for improvement.

Enable Others to Act

- The best of leaders creates a climate of trust and facilitate relationships.
- Effective leaders make it possible for others to realize the greatness within them.
- Leaders cultivate self-determination, growth, experiences, and strength.
- People are empowered by doing, achieving, and realizing their dreams and goals.

Encourage the Heart

- At the center of every great organization is HEART.
- Leaders inspire people to carry on with the mission of an organization, even if the journey is long and hard.
- Recognition motivates people to do more of the same and to strive for greatness.
- Celebrate greatness together... always.

For more information...

Sheryl Matney, EdD

Director, ITACC

smatney@nacdd.org

202-506-5813, extension 148

Direct line: 334-268-0245

Website: www.itacchelp.org

This information was developed through support from a contract with the Administration for Community Living, Office of Intellectual and Developmental Disabilities Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC) Contract #HHSP23320160068C

FEBRUARY 23, 2021

**AGENDA ITEM 8
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.

Attachments

None

FEBRUARY 23, 2021

AGENDA ITEM 9

ACTION 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's budget. Members will review information regarding the current SCDD budget as well as the upcoming draft budget for Fiscal Year 2021-2022. Deputy Director Sale will review the budget details for consideration.

Attachments:

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

Actions Recommended

Approve the draft 2021/22 SCDD budget to submit to the full Council.



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 | BSG |
|---------------------------------|-----------------------|------------------------|-----------------------------|-------------|----------------|
| Personal Services & Benefits | \$5,513,000 | \$412,236 | \$2,468,613 | \$3,044,387 | # Positions 46 |
| Operating Expenses | \$1,757,000 | \$186,912 | \$611,824 | \$1,145,176 | # Vacancies 6 |
| 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 | Vacancy % 13% |

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 | \$153,791 | \$925,822 | \$1,134,178 | # Positions 18 |
| Operating Expenses | \$1,538,000 | \$44,016 | \$165,102 | \$1,372,898 | # Vacancies 2 |
| | \$3,598,000 | \$197,807 | \$1,090,924 | \$2,507,076 | Vacancy % 11% |

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 | \$94,564 | \$564,665 | \$803,335 | # Positions 12 |
| Operating Expenses | \$472,000 | \$16,820 | \$96,513 | \$375,487 | # Vacancies 2 |
| | \$1,840,000 | \$117,403 | \$531,328 | \$1,178,822 | 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 | <u>\$1,802,000</u> | <u>\$436,000</u> | <u>\$661,000</u> | <u>\$2,917,000</u> |
| Total Personal Services | <u>\$5,513,000</u> | <u>\$1,368,000</u> | <u>\$2,060,000</u> | <u>\$8,941,000</u> |
| 2. Operating Expense and Equipment | | | | |
| General Expense | \$75,000 | \$75,000 | \$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 | <u>\$5,000</u> | <u>\$91,000</u> | <u>\$929,000</u> | <u>\$1,025,000</u> |
| Total Operating Expense and Equipment | <u>\$1,757,000</u> | <u>\$472,000</u> | <u>\$1,538,000</u> | <u>\$3,767,000</u> |
| 3. Community Program Development Grants | <u>\$240,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$240,000</u> |
| 4. Total Council Budget (1 + 2 + 3) | <u>\$7,510,000</u> | <u>\$1,840,000</u> | <u>\$3,598,000</u> | <u>\$12,948,000</u> |
| 5. Total <i>Estimated</i>* Basic State Grant Award | \$7,521,523 | | | |
| 6. Reallotment Award Received 8/10/2020 - Unallocated | \$369,774 | | | |
| 7. Total <i>Estimated</i> BSG Award + Reallotment Award | \$7,891,297 | | | |
| 8. Difference between Total Council Budget and <i>Estimated</i> 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.

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 | <u>\$1,938,000</u> | \$436,000 | \$664,000 | \$3,038,000 |
| Total Personal Services | <u>\$5,828,000</u> | <u>\$1,368,000</u> | <u>\$2,060,000</u> | <u>\$9,256,000</u> |
| 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 | <u>\$91,000</u> | <u>\$0</u> | <u>\$96,000</u> |
| Less Previously Approved One-Time Projects | <u>(\$325,000)</u> | | | |
| Total Operating Expense and Equipment | <u>\$1,836,000</u> | <u>\$369,000</u> | <u>\$951,000</u> | <u>\$3,156,000</u> |
| 3. Community Grants | <u>\$260,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$260,000</u> |
| 4. Total Council Budget (1 + 2 + 3) | <u>\$7,924,000</u> | <u>\$1,737,000</u> | <u>\$3,011,000</u> | <u>\$12,672,000</u> |
| 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 | <p><u>January 10</u> Governor releases proposed budget for State Fiscal Year (SFY) starting July 1.</p> <p>Legislative Analyst's Office (LAO) submits analysis of the proposed budget.</p> | Federal agencies develop their funding proposals for potential inclusion in the President's proposed budget for the upcoming FFY. | <p>HHSA Secretary reports to the Council on the Governor's proposed HHSA budget for the upcoming budget year (BY) beginning July 1.</p> <p>Staff prepares the 6-month expenditure report, analysis and expenditure projections for the current year (CY) budget.</p> |
| February | <p><u>February 1</u> Department of Finance (DOF) provides to the Legislature all proposed statutory changes (Budget Trailer Bills), that are necessary to implement the Governor's Budget.</p> <p><u>February-April</u> Legislative budget subcommittee staff hold budget pre-hearings with LAO, DOF and departments. (SCDD funding is included in the Health & Human Services Agency budget assigned to Assembly and Senate Budget Sub Committees.</p> | <p><u>Typically, by the first Monday in February</u> The President gives Congress his proposed budget for the Federal Fiscal Year (FFY) starting October 1.</p> | <p><u>February-April</u> Staff monitor both the Governor's proposed budget and the President's proposed HHS budget and incorporates the proposed funding into the SCDD's proposed operating budget.</p> <p>Staff presents the proposed SCDD operating budget to the Executive and Administration Committees for approval as well as CY expenditure data, analysis and projections.</p> |

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 | | <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> | |

State Council on Developmental Disabilities Budget Process Timeline

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

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. | <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. | | |

FEBRUARY 23, 2021

AGENDA ITEM 10

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Out of State Travel Policy Updates

Deputy Director of Administration Douglas Sale will present an overview of changes to the Councilmember Out of State Travel Restriction Policy that comply with changes in state law. Pursuant to Gov. Code, § 11139.8, subd. (a)(5) and SCDD Policy #1-460, Idaho, Iowa and South Carolina have been added to the state's travel prohibition list. Therefore, SCDD Policy #1-460 has been updated to reflect this. A copy of the policy with changes has been included in the packet for Committee members to review. Members will vote on whether to approve the updated policy.

Attachment

Updated SCDD Policy #1-460: Travel Out of State

Action Recommended

Approve the updated out-of-state travel policy.

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.

FEBRUARY 23, 2021

**AGENDA ITEM 11
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Next Meeting Date and Adjournment

The next meeting of the Executive Committee will be on April 13, 2021.