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.

MEETING ID and PASSCODE: 927 5416 8055, Code 890531

OR

JOIN BY TELECONFERENCE: (VOICE ONLY)
CALL IN NUMBER: (888) 475-4499
MEETING ID and PASSCODE: 927 5416 8055, Code 890531

DATE: June 24, 2021
TIME: 10:00 AM – 3:00 PM

COMMITTEE CHAIR: Lee Bycel

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS
<table>
<thead>
<tr>
<th>Item 4.</th>
<th>PUBLIC COMMENTS</th>
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<tbody>
<tr>
<td>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.</td>
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<thead>
<tr>
<th>Item 5.</th>
<th>SCDD STAFF SPOTLIGHT: CHARLOTTE ENDRES</th>
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<tr>
<th>Item 6.</th>
<th>APPROVAL OF APRIL 2021 MINUTES</th>
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<td>All</td>
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<thead>
<tr>
<th>Item 7.</th>
<th>SPONSORSHIP REQUEST(S):</th>
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<tbody>
<tr>
<td>Douglas Sale, Deputy Director of Administration</td>
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<tr>
<td>A. Day of Play – Special Needs Resource Foundation of San Diego</td>
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<tr>
<th>Item 8.</th>
<th>CONFLICT OF INTEREST WAIVER REQUESTS</th>
</tr>
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<tbody>
<tr>
<td>Brian Weisel, SCDD Attorney</td>
<td></td>
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<tr>
<td>A. Diane Larson, Redwood Coast Regional Center (renewal)</td>
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<thead>
<tr>
<th>Item 9.</th>
<th>EMPLOYMENT FIRST COMMITTEE ANNUAL REPORT</th>
</tr>
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<tbody>
<tr>
<td>Wesley Witherspoon, Council Chair and Tania Morawiec, Deputy Director of Regional Office Operations</td>
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<thead>
<tr>
<th>Item 10.</th>
<th>COMING OUT OF COVID: SUCCESSES, CHALLENGES &amp; OPPORTUNITIES</th>
</tr>
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<tbody>
<tr>
<td>Lee Bycel, Committee Chair and Aaron Carruthers, Executive Director</td>
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<tr>
<th>Item 11.</th>
<th>EXECUTIVE DIRECTOR REPORT</th>
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<tbody>
<tr>
<td>Aaron Carruthers, Executive Director</td>
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<tr>
<th>Item 12.</th>
<th>SCDD BUDGET UPDATE</th>
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<tbody>
<tr>
<td>Douglas Sale, Deputy Director of Administration</td>
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<tr>
<th>Item 13.</th>
<th>EXECUTIVE DIRECTOR EVALUATION TIMELINE</th>
</tr>
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<tbody>
<tr>
<td>Douglas Sale, Deputy Director of Administration</td>
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<tr>
<th>Item 14.</th>
<th>ADJOURNMENT AND NEXT MEETING DATE</th>
</tr>
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<tbody>
<tr>
<td>The next meeting of the Executive Committee will be on August 17, 2021.</td>
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</table>
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.
AGENDA ITEM 5
INFORMATION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD Staff Member Spotlight: Charlotte Endres

The Executive Committee would like to recognize a member of the SCDD staff team on a regular basis. This will provide Committee members with an opportunity to learn more about SCDD’s staff, their roles throughout the organization and some of their personal interests or aspirations. This month’s Spotlight will feature a short presentation from staff member Charlotte Endres.
JUNE 24, 2021

AGENDA ITEM 6
ACTION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of April 2021 Minutes

Minutes from the April 13, 2021 Executive Committee meeting are included in the packet for review. Committee members will vote on whether to approve the minutes.

Attachment
April 2021 Executive Committee meeting minutes

Action Recommended
Approve the April 2021 Minutes.
DRAFT

Executive Committee Meeting Minutes
April 13, 2021

Members Attending: Lee Bycel, Chair, Julie Austin, Kara Ponton, Kilolo Brodie, Kim Rothschild, Maria Marquez, Wesley Witherspoon

Members Absent: Jeana Eriksen

Others Attending: Aaron Carruthers, Abi Duraiswamy, Bridget Kolakosky, Charlotte Endres, Douglas Sale, Lea Park-Kim, Robin Maitino-Erben, Sandra Aldana

1. CALL TO ORDER
   Executive Committee Chair Lee Bycel called the meeting to order at 10:35 A.M.

2. ESTABLISH QUORUM
   A quorum was established.

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

4. PUBLIC COMMENTS
   Councilmember Sandra Aldana was in attendance. She suggested the Council look into how it offers public comment and asked for consideration of offering comment times at the end of each agenda item.

5. SCDD STAFF SPOTLIGHT
   This month the Executive Committee introduced a new standing agenda item, the SCDD Staff Spotlight. This item mirrors the Councilmember
Spotlight series that is being provided at full Council meetings this year. As the first staff member to be recognized, SCDD Communications Officer Lea Park-Kim provided a presentation for the Committee members. Lea shared details about her personal life and talked about some of her responsibilities and accomplishments as a part of the SCDD staff team.

6. **APPROVAL OF THE FEBRUARY 2021 MEETING MINUTES**
   **Action 1**
   It was moved/seconded (Witherspoon [S.A.]/Rothschild [F.A.]) and carried to approve the February 2021 meeting minutes. (Unanimously accepted by consent)

7. **SPONSORSHIP REQUEST**
   Deputy Director Douglas Sale presented a Sponsorship request from Disability Voices United (DVU). DVU requested $1,500 in funding to help cover costs associated with the Self-Determination conference they plan to host in April.

   **Action 2**
   It was moved/seconded (Rothschild [F.A.]/Witherspoon [S.A.]) and carried to approve the Sponsorship request from Disability Voices United. (For: Austin, Bycel, Marquez, Ponton, Rothschild. Abstain: Witherspoon. Not available: Brodie.)

8. **CONFLICT OF INTEREST WAIVER REQUESTS**
   Staff attorney Brian Weisel presented three conflict of interest waiver requests for the Committee’s consideration. There were two new requests (Derek Hearthtower and William Lewis) and one renewal request (Laura Oakes). Detailed conflict of interest mitigation plans for each individual’s request were provided in the meeting packet.

   **Action 3**
   It was moved/seconded (Austin [F.A.]/Marquez [S.A.]) and carried to approve conflict of interest waiver requests from Derek Hearthtower (North Bay Regional Center), William Lewis (Redwood Coast Regional Center) and Laura Oakes (San Diego Regional Center). (Unanimous)

9. **COUNCIL MEETING STANDARDS & GOALS**
   Committee members held a group discussion on their shared standards and goals for Council meetings. Committee Chair Bycel asked members to identify and consider the aspects of what makes a good meeting. He
spoke about the values of respect, fair listening and participation, and understanding the meeting content. Julie Austin discussed the importance of actively listening to special presentations and respecting others’ time and commitment. She also remarked that members emerge from a good meeting speaking with one united voice. Kim Rothschild talked about being prepared and organized ahead of time, which helps ensure a meeting’s success. She also discussed chairs keeping people on track or getting them back on target if the conversation goes off topic. Wesley Witherspoon talked about the importance of keeping the Council’s mission in mind with the overall mutual goal of supporting people with disabilities and respecting our differences. Maria Marquez commented that it is important to acknowledge the privilege of being a Councilmember and be committed to learning something at every meeting. Kilolo Brodie echoed the sentiment that preparation in advance is key, also noting that reminders from staff are helpful and that supportive leadership amongst members is essential. Meeting entirely on Zoom during the past year has presented unique challenges to social and professional camaraderie, so it is even more important to keep building a community of trust.

Lastly the Committee agreed that it would be beneficial to have the Council set up additional facilitated sessions for discussing current events, ongoing concerns and mental health support among other topics. SCDD staff will follow up with the facilitator that assisted us last summer to discuss the possibility of scheduling regular group meetings.

10. EXECUTIVE DIRECTOR REPORT
Executive Director Aaron Carruthers provided Committee members with a report on recent Council activities and priorities.

Currently we are seeing the number of COVID-19 infections dropping. However, there are disparities among who gets it and who dies from it. According to statistics, the Latinx community is hit the hardest right now. With California’s vaccine phase-in plan, more and more doses are becoming available in the months of April, May and beyond. The state’s capacity to administer doses is increasing every day, with many vaccines available directly through pharmacies. The Johnson & Johnson vaccine distribution was paused after there were six cases of blood clots in people who received that vaccine.

Recently the President announced a $1 million investment for the Administration on Community Living (ACL) to do work around vaccines.
$455,000 will be allocated to California. This funding could be used for helping with vaccine appointments, transportation to vaccine sites, providing companion or personal supports, educating people about the importance of receiving a vaccine and providing technical assistance to local health departments on vaccine accessibility. SCDD also received a grant from the California Community Foundation for $365,000 to distribute more emergency go-kits and provide more wildfire preparedness trainings. Two other opportunities may be available for the California SCDD: to build more staff capacity for training Family and Self-Advocates on policy advocacy; and to utilize the prior fiscal year’s unexpended funds of $445,000 in a variety of ways.

SCDD is monitoring emerging details regarding a March 31st incident near Los Angeles. The L.A. Sherriff’s Department was called to a home in Lynwood by the family of 25-year-old Isaias Cervantes, a man with autism who was experiencing a mental health crisis. Disturbingly, the situation escalated, and he was shot by deputies. He is still in critical condition. SCDD is working on strategies to help during this type of situation. It is our goal to find solutions that could de-escalate problems when law enforcement is called to assist in crisis situations involving people with intellectual and/or developmental disabilities. SCDD managers will be providing trainings that incorporate these alternatives for families and law enforcement professionals as well as crisis intervention workgroups with established relationships in the community.

11. SCDD BUDGET UPDATE
Deputy Director Douglas Sale presented SCDD’s recent budget updates. SCDD has seen significant savings due to reduced travel expenses and reduced staff salaries. Furthermore, all programs are underspending for the year. The Committee discussed the possibilities of using excess funds for post-COVID activities and/or Cycle 45 program development grants. The full Council will vote on the new fiscal year budget at its upcoming May meeting.

12. ADJOURNMENT AND NEXT MEETING DATE
The next Executive Committee meeting will be held on June 24, 2021. Meeting adjourned at 2:00 P.M.
AGENDA ITEM 7
ACTION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Sponsorship Request

Deputy Director of Administration Doug Sale will present Sponsorship Requests from Special Needs Resource Foundation of San Diego. Members will vote on whether to approve the requests for Sponsorship.

Attachments
Chart of Sponsorships Awarded for Fiscal Year 20/21
Special Needs Resource Foundation of San Diego Application Package

Action Recommended
Approve the Sponsorship requests from Special Needs Resource Foundation of San Diego
ISSUE: Special Needs Resource Foundation of San Diego.

AMOUNT: $1,500.00

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

ANALYSIS/DISCUSSION: Special Needs Resource Foundation of San Diego for their 4th annual All-Inclusive Day of Play & Resource Fair. The All-Inclusive Day of Play & Resource Fair follows the mission statement of the Special Needs Resource Foundation of San Diego (SNRFSD), which is to help parents and advocates in the special needs community overcome challenges of the family’s journey by bringing together people, providing information and resources. The objective of this event is to make sure kids of all abilities have a great time while parents can gather resources and have their questions answered about what services are available to help their children with special needs.

During this event, parents can get specific information about their child’s diagnosis and get immediate answers to their questions. With over 65 booths, they have a wide variety of services represented. Also, the booth vendors network with each other and learn about other resources available that they can refer their patients to. They also purposely hold this event during the week. This typically allows actual owners and staff to attend this event, instead of weekend hired help.

They have recently launched a new program and website, called Shopable, that showcases and supports owners in San Diego with disabilities. Purchasing products and services from business owners with disabilities allows them to achieve independence and self-reliance. It also encourages inclusion and the idea that all people have agency in the community. They currently list 15 local businesses and 9 businesses outside of San Diego.

SCDD funds would be used to offset the cost to create this special area where vendors can show and sell their products. The fixed expenses include signage, brochures and booth set-up expenses (table/chair/canopy rental) for each vendor in this area.

They do not have presenters or panelists, just individual booths.
Special Needs Resource Foundation of San Diego received a sponsorship from SCDD in 2020 for this event. They were awarded funding for motion/signage/fliers/banners.

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

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2021-22 the Council has awarded $0 in funds for sponsorship requests. The Council allocates $25,000 per fiscal year for sponsorships. The fiscal year will begin July 1, 2021.

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

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

PREPARED: Kristie Allensworth May 20, 2021
SCDD EVENT Sponsorship Application Checklist

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

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

Mail sponsorship applications to:
State Council on Developmental Disabilities
3831 N. Freeway Boulevard, Suite 125
Sacramento, California 95834
Submit via email to: kristie.allensworth@scdd.ca.gov

Information Checklist

♦ Name of your Company/Organization
 Special Needs Resource Foundation of San Diego, EIN #46-4543603

♦ Name of Project/Event/Program
 4th Annual All-Inclusive Day of Play & Resource Fair

♦ Project/Event Date
 Between August 21, 2021 and Sept. 21, 2021 (Waiting for COVID-19 restrictions to lift in San Diego before we can secure a venue and confirm a date.)

♦ Contact Name
 Linda Bay, Event Coordinator

♦ Contact Email, Address and Phone Number
 Linda@SanDiegoFamily.com
 1475 6th Avenue, Suite 511, San Diego, CA 92101
 619-685-6970
 www.SNRFSD.org
♦ Amount of Funding Requested

$1,500.00

♦ Approximate Total Cost of Project/Event

$6,800.00

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

This fall we will hold our 4th annual All-Inclusive Day of Play & Resource Fair. We are planning on holding this event at the Miramar Hourglass Recreation Center, 10440 Black Mountain Rd, San Diego, CA 92126. This event is scheduled for the last week in August, but we realize this might need to be changed due to COVID-19 restrictions.

This year we are super excited to add a new area to our event. The Special Needs Resource Foundation of San Diego has recently launched a new program and website, called Shopable, that showcases and supports owners in San Diego with disabilities. Purchasing products and services from business owners with disabilities allows them to achieve independence and self-reliance. It also encourages inclusion and the idea that all people have agency in our community. We currently list 15 local businesses and 9 businesses outside of San Diego.

Here is the link: https://specialneedsresourcefoundationofsandiego.com/shopable-support-business-owners-with-disabilities/

We are asking SCDD to sponsor this area. SCDD funds would be used to offset the cost to create this special area where vendors can show and sell their products. The fixed expenses include signage, brochures and booth set-up expenses (table/chair/canopy rental) for each vendor in this area.

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

The All-Inclusive Day of Play & Resource Fair follows the mission statement of the Special Needs Resource Foundation of San Diego (SNRFSD), which is to help parents and advocates in the special needs community overcome challenges of the family's journey by bringing together people, information and resources. The objective of this event is to make sure kids of all abilities have a great time while parents can gather resources and have their questions answered about what services are available to help their children with special needs. The Miramar Hourglass Rec Center was selected because it is accessible to everyone, it is centrally located in San Diego County and is fully air-conditioning to accommodate our attendees and vendors in the hot month of August. This year due to COVID-19, we will rent both the inside and outside area so families can have more space and have the option to stay outside if they prefer. Part of the event focuses on parent education. Our 2019 Resource Fair had 65 vendor tables with resource providers that interacted with parents and informed them of their services and answered questions. They provided handouts, pamphlets, fliers and informative material about their services, how to access them, where they are located, and how they can specifically help their child. Each table/booth was strongly encouraged to have a fun, child-centered activity that compliments their services. Our 2020 modified Drive-Thru event had 21 vendors. We expect to have more vendors attend this event this year than our 2019 event. The other part of this event emphasizes FUN! We have games and activities appropriate for all ages and abilities. Games are geared toward reaching children of every ability, including sensory activities and gross motor play for children with physical challenges. We are providing a safe place where families who have children with special needs and typical children can have fun together. We also have awareness activities, including a wheelchair obstacle course for the physically-abled, led by children who use a wheelchair every day. The purpose of this activity is to help make typical kids aware of and understand the challenges that kids with a disability face on a daily basis. We have a DJ who provides music and entertainment throughout the event. Occasionally we have performances from kids of all abilities including wheelchair dancing, choirs, karate demos and dance teams. There will be raffle prizes available to attendees who visit each of the booths. Prizes will include donated services from the providers in attendance and various donated games, toys and books. There are several short videos highlighting this event on our website: www.SNRFSD.org. You can see our past events, including the Drive-Thru event we held last year due to COVID-19.

Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members.

Our 2020 event was reimagined into a Drive-Thru event. We had 21 vendors and our attendance was close to 200 for this 3-hour event. Our 2019 in-person event had 65 booths and over 700 attendees. This is a free, all-inclusive community event open to everyone who would like to attend. While the majority of the vendors are nonprofit organizations who offer
services to families with children with special needs, we also have many for profit vendors, since families of children with special needs often have a typical sibling as well. We expect to return to the 2019 numbers and hopefully expand into a larger event as we know families are eager to get out and return to fun family events and a sense of normalcy.

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

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

♦ **A list of other sponsors/major contributors.**

Our 2020 event was sponsored by SCDD, First 5 San Diego and Maxim Healthcare. Our sponsored areas were supported by Hope Comprehensive Center for Development, Law Office of Meagan Nunez, JUVO Autism + Behavioral Health Services and San Diego Family Magazine. Vendors included A.R.C.C. Center, Autism Speaks, Children’s Physician Medical Group, Foster & Adoptive Resource Family Services, Fred Finch Youth Center, Gateway Learning Group, Marcus Family Law, Rolling With Me, Special Education Collaboration Project, THINK Therapy Center, Together We Grow Pediatric Day Healthcare, Usborne Books and Xcite Steps.

Our 2019 event was sponsored by First 5 San Diego, The UPS Store and The County of San Diego. Our sponsored areas were supported by Corodata, Brain Treatment Center, Trumpet Behavioral Health, Family Connections Therapy, LePort Schools, Milestone Pediatric Therapy, HeadNorth, Law Offices of Schwartz & Storey, California Hands & Voices and Law Office of Meagan Nunez. Vendors included Children’s Physician Medical Group, EFRC, Fred Finch Youth Center, Golden Boy Mobility, Home of Guiding Hands, National Foundation for Autism, Partnerships With Industry, San Diego Regional Center, Special Olympics, SDSU Center for Autism, TASK, TERI Crimson Center for Speech and Language, The ARC of San Diego, Towards Maximum Independence, the UCSD Autism Center of Excellence, and many more.

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

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

Our first All-Inclusive Day of Play & Resource Fair in 2018 had 40 vendors and approximately 100 attendees. Our 2019 event had 65 vendors and over 700 attendees. COVID-19 limited our 2020 event to 21 vendors and close to 200 attendees. Our event is growing by word of mouth and with the help of our vendors. We also added radio and TV spots for the 2019 event, along
with advertising in San Diego Family Magazine, on our website, through our e-newsletters and through social media. Our advertisers in our free, annual Flourishing Families resource guide also help us spread the word, along with our community partners.

♦ Have you included a complete and total budget, including the amount you are requesting ($1,500 limit), details on the amount and sources of other funds solicited or obtained?

*Attached. SCDD funds would be used to offset the cost to create this special Shopable area where vendors can show and sell their products. The fixed expenses include signage, brochures and booth set-up expenses (table/chair/canopy rental) for each vendor in this area.

20 tables @ $5.00 = $100  
40 chairs @ $.75 = $30  
20 canopies @ $29.50 = $590  
20 18x24 booth signs @ $18 = $360  
Banner 48x72 = $150  
500 Shopable brochures $270  

We are asking for event sponsorship from First 5 San Diego and the County of San Diego. We also offer sponsorship opportunities at the event.

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

We received a sponsorship from SCDD in 2020 for this event.

♦ Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy?

Attached.
## Day of Play 2021

### Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Insurance</td>
<td>$1,000</td>
</tr>
<tr>
<td>Rec Center/field rental fees</td>
<td>$500</td>
</tr>
<tr>
<td>Signarama signs/banners</td>
<td>$800.00</td>
</tr>
<tr>
<td>DJ</td>
<td>$500</td>
</tr>
<tr>
<td>Photographer Tony</td>
<td>$150</td>
</tr>
<tr>
<td>Tables/Chairs/canopies</td>
<td>$1,500</td>
</tr>
<tr>
<td>Backpacks</td>
<td>$1,500.00</td>
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<tr>
<td>Brochures</td>
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<tr>
<td>Sponsor signs</td>
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<tr>
<td>cardstock</td>
<td>$40.00</td>
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$6,800.00
State Council on Developmental Disabilities  
3831 N. Freeway Boulevard, Suite 125  
Sacramento, California 95834  
kristie.allensworth@scdd.ca.gov  

Dear SCDD Team:  

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

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

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

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

Sincerely,  

Linda Burritt  
Co-Founder, Mapigator Founder,
### Sponsorships Awarded: FY 2021-2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Event Date</th>
<th>Amount Requested</th>
<th>Amount Awarded</th>
<th>Amount Invoiced</th>
<th>2020/21 Remaining Funds</th>
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**Totals:** $0 $0 $0 $25,000
JUNE 24, 2021

AGENDA ITEM 8
ACTION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Conflict of Interest Waiver Requests

Staff attorney Brian Weisel will present a Conflict of Interest waiver request from Redwood Coast Regional Center for board member Diane Larson.

Committee members will vote on whether to approve these requests.

Attachments
Staff analysis details and Conflict of Interest mitigation plans for Regional Center Board Members Diane Larson.

Action Recommended
Approve the Conflict of Interest waiver requests.
COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI)

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

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

Diane Larson, Board Member, Redwood Coast Regional Center: Diane Larson was appointed to the Board of Directors of the Redwood Coast Regional Center (RCRC) on September 21, 2019. Ms. Larson’s husband currently works for Chance 4 Change, a RCRC vendor that provides support services to RCRC clients. Her husband is a personal assistant and provides supported living services to consumers.

The RCRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. RCRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the RCRC Board of Directors which completes the appointment process.

This is a waiver request renewal. The Council previously approved Ms. Larson’s waiver request on May 1, 2020.

\(^1\) Welf. & Inst. Code § 4626, subd. (f).
DISCUSSION:

**Conflict of Interest**: Department of Developmental Services (DDS) Regulation\(^3\) 54520 provides in part that a conflict of interest exists when the board member, or a family member of a regional center board member, holds any of the below positions for a provider:

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

Ms. Larson’s conflict of interest arises because of her husband’s employment with a RCRC vendor.\(^4\) To address the conflict, Ms. Larson submitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Larson will fully disclose the existence and nature of the conflict of interest to RCRC’s Board and have it noted in the official Board records;
2. Ms. Larson will abstain from voting on any matter pertaining to Chance 4 Change;
3. Ms. Larson will not use her position as a Board member to exert influence on decision-making regarding Chance 4 Change;
4. Ms. Larson will not participate in the preparation, presentation, formulation, or approval of reports, plans, policies, analyses, opinions

\(^3\) DDS’ current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

\(^4\) Cal. Code Regs., title 17, § 54520(a)(10).
or recommendations regarding her conflict of interest when the exercise of judgment is required, and the purpose is to influence the decision;

5. Ms. Larson will not be involved in the negotiation, obligation, or commitment of RCRC to a course of action involving her conflict of interest; and

6. RCRC’s Board President and Board members will be responsible for ensuring that Ms. Larson complies with this Plan.

The proposed Plan submitted by Ms. Larson appears to mitigate concerns over a conflict of interest that could result based upon her husband’s employment with a RCRC vendor. Ms. Larson has reported no other conflicts of interest. Accordingly, the staff recommendation is to approve Ms. Larson’s waiver renewal request.

**STAFF RECOMMENDATION**: Approve Ms. Larson’s waiver renewal request.

**ATTACHMENT**: Ms. Larson’s COI reporting statement and Plan.

**PREPARED BY**: Legal Counsel Brian Weisel – May 5, 2021.
CONFLICT OF INTEREST REPORTING STATEMENT
DS 6016 (Rev. 08/2013)

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

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

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

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

A. INFORMATION OF REPORTING INDIVIDUAL

Name: Diane Larson Regional Center: Redwood Coast Regional Center

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

Reporting Status: □ Annual □ New Appointment (date): _____________________________
□ Change of Status†

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

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

   Volunteer Board Member

† Change of status includes a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, change in regional center position or duties, change in regional center, or change to outside position or duties. See California Code of Regulations, title 17, sections 54531(d) and 54532(d).
2. Do you or a family member\(^2\) work for any entity or organization that is a regional center provider or contractor? 
☑ yes ☐ no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.

My husband, Matthew Larson is employed full time as a personal assistant with Chance 4 Change.

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

My husband is employed full time as a personal assistant with Chance 4 Change.

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

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest?

☐ yes ☑ no -- If yes, please explain.

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\(^3\) For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.
6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member? [Note: Governing board members do not have to answer "yes" to this question if the financial benefit would be available to regional center consumers or their families generally].
   - [ ] yes
   - [ ] no -- If yes, please explain.

7. Are you responsible for negotiating, making, executing or approving contracts on behalf of the regional center?  
   - [ ] yes
   - [ ] no -- If yes, please explain.
   
   Board members review/approve Service Provider contracts over the amount of $250,000 per statute. I will abstain from any business being conducted where Chance 4 Change is involved.

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

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

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

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

6 For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.
10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?
   - yes  ☐ no – If yes, please explain.

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

B. ATTESTATION

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

Signature: [Signature] Date: [April 15, 2021]

INTERNAL USE ONLY

Date this Statement was received by Reviewer:

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

Signature of Designated Reviewer: [Signature] Date Review Completed: [4-20-2021]
April 20, 2021

Allan Smith
Community Program Specialist II
Department of Developmental Services
Office of Community Operations
1600 9th Street, Room 340, MS 3-12
Sacramento, CA  95814

RE: Request for Renewal for Waiver of COI/Plan of Resolution for Diane Larson (RCDSC-RCRC Board Member)

Dear Allan,

We are submitting a request to renew the Waiver of Conflict of Interest/Plan of Resolution for Redwood Coast Developmental Services Corporation (RCDSC) Redwood Coast Regional Center (RCRC) Board member, Diane Larson who resides in Crescent City and represents Del Norte County. A potential conflict exists as Ms. Larson’s husband, Matthew Larson is employed as a personal assistant by Chance 4 Change, a vendedored service of Redwood.

The following safeguards were approved by DDS on May 1, 2020 and we wish to renew these safeguards to mitigate and/or eliminate any present or potential conflict of interest:

1. As a member of the RCRC Board of Directors, Ms. Larson shall have no involvement with any matter affecting Chance 4 Change including but not limited to:
   - Participate in the preparation, presentation, formulation or approval of reports, plans, policies, analyses, opinions, or recommendations regarding her conflict or interest when the exercise of judgement is required, and the purpose is to influence the decision;

2. Ms. Larson will fully disclose the existence and nature of the conflict of interest to the RCRC Board and have it noted in the official Board records.

3. Ms. Larson will abstain from voting on any matter pertaining to Chance 4 Change or any matter which could impact Chance 4 Change or any competitor in the same service categories;

4. Ms. Larson will not use her position as an RCRC Board member to exert
influence on decision-making regarding Chance 4 Change or any competitor in the same service categories;

5. Ms. Larson will not access any vendor files, either in electronic or hard copy form, that RCRC maintains about Chance 4 Change or any competitor in the same service categories;

6. Ms. Larson will not be involved in the negotiation, obligation or commitment of RCRC to a course of action involving Chance 4 Change or any competitor in the same service categories;

7. Should matters related to Chance 4 Change arise during an RCRC Board of Director’s meeting, Ms. Larson will refrain from participating in the discussion;

8. Given the specific set of circumstances, RCRC's Board President and Board members are responsible for ensuring Ms. Larson complies with Welfare & Institutions Code section 4622(k)(2); and

9. The RCRC Board president and other Board members are responsible for ensuring that the plan and its safeguards are applied and monitored.

RCRC continues to strongly support the acceptance of the Plan to mitigate any appearance of conflict of interest.

Thank you for your consideration for the renewal of this Plan and Waiver request. We look forward to your reply.

Sincerely,

[Signatures]

Kimberly Smalley, PhD BCBA-D
Executive Director

Diane Larson, Board Member

cc: RCDSC Board of Directors
    SCDD – B. Weisel
Employment First Committee Annual Report

Wesley Witherspoon, Chair of the Employment First Committee and Tania Morawiec, Deputy Director of Regional Office Operations will provide a brief overview of the Employment First Committee's 2020 Annual Report. The Employment First Committee is statutorily created to be convened by the Council. The Employment First Committee is required by July 1st each year to produce a report on its activities and policy recommendations and submit it to the Legislature. The Employment First Committee has developed and approved the included report. The Committee members will vote on whether to approve the report on behalf of the Employment First Committee.

Attachments
2020 EFC Report Text

Action Recommended
Approve the 2020 EFC Annual Report.
Executive Summary
This is the 2020 annual report of the Employment First Committee (EFC) convened by the State Council on Developmental Disabilities. EFC is tasked with advancing competitive integrated employment (CIE) for people with developmental disabilities by identifying: 1) the respective roles and responsibilities of state and local agencies; 2) strategies and best practices for increasing employment, including transition practices; 3) sources of employment data and recommended approaches for measuring progress; 4) demographic data that can be matched to employment outcomes; and 5) goals for measuring employment participation and outcomes for various people with developmental disabilities across service systems.

The world has changed a great deal over the past year as a result of the COVID-19 pandemic. In California and across the nation, unemployment rates are at record highs. Those rates are significantly higher when focusing on people with disabilities. However, as California begins to open up and build back, we are presented important new opportunities to achieve meaningful change. To that end, sub-committees of the EFC have made recommendations to the Governor’s Taskforce on Business, Jobs and Recovery. We also provided recommendations to the California Labor and Workforce Development Agency to help ensure that people with intellectual and developmental disabilities are considered and included in efforts to rebuild. Additionally, we reviewed the State of California Developmental Disabilities System Employment Data Dashboard and made recommendations on how to enhance the accessibility of the information.

Even before COVID-19 the majority of working age adults with developmental disabilities remained unemployed or underemployed. We recognize that now, more than ever, California has the opportunity to become a national leader in CIE. Although California has a strong Employment First Policy, it has not yet been fully actualized. Some of the current barriers include: 1) insufficient measurable outcome data that allow for an evaluation of effective practices for CIE; 2) shortfalls in employment service provider availability and retention; and 3) insufficient availability of comprehensive benefits planning and education for individuals and families.

This report discusses some of the efforts that have been undertaken in 2020 to address these barriers and includes policy recommendations for the Legislature and Administration to meet these challenges.

Impact of COVID on Employment
The COVID-19 Pandemic, which began roughly in March of 2020, threw the nation into an economic recession unlike any seen before due to the immediate nature of the reaction. Workers throughout the United States went from being employed to temporarily furloughed or unemployed almost overnight. In fact, the number of unemployed persons increased from 15.9 million to 23.1 million in the month of April, according to the Bureau of Labor Statistics. Additionally, this data shows that, if using February 2020 as the baseline for pre-pandemic employment status, the employment status of people with disabilities decreased by 18.8% compared to 15.5% for people without disabilities between February and April. The statistics
also show that individuals with disabilities did not bounce back to the same degree as people without disabilities: in June 2020, 12.1% fewer people with disabilities were employed than in February 2020 compared to 9.5% of people without disabilities. Lastly, when using the same metric for February to October, the data shows that 8.5% fewer people with disabilities were employed in October of 2020 compared to February 2020 compared to only 4.7% of people without disabilities. This information shows that individuals without disabilities were almost twice as likely (8.5% to 4.7%) to rebound from the Pandemic as people with disabilities.¹

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

Home and Community Based Services (HCBS) Settings Rule
- In 2014, the Centers for Medicaid and Medicare Services (CMS) published a final HCBS Settings Rule which states in part that residential and non-residential programs must provide services in the most integrated setting by March 2022. Given the COVID-19 pandemic, the deadline for implementation was moved to March 2023. California received initial approval for its plan in 2018 and is working towards final approval.

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

Achieving a Better Life Experience (ABLE) Act
- In 2014, the ABLE Act was signed into law and allows people with disabilities under the age of 26 and their families to set up a special savings account to pay for disability-related expenses which are not taxed. The funds in the ABLE account are also not generally considered for the Supplemental Security Income (SSI) program or Medicaid and other federal means-tested benefits. In December 2018, California launched its program.

Strengthening Career and Technical Education for the 21st Century Act
- In 2018, the Strengthening Career and Technical Education for the 21st Century Act was

signed into law which reauthorized and amended the *Carl D. Perkins Career and Technical Education Act of 2006*. The Act provides expanded opportunities for all students, including students with disabilities, to explore, choose, and follow career and technical education programs of study and career pathways. In early 2020, California submitted its draft Strengthening Career and Technical Education for the 21st Century Act State Plan.

In addition, in 2020, the U.S. Civil Rights Commission issued a report, *Subminimum Wages: Impacts on the Civil Rights of People with Disabilities*.² The overarching finding in the report is that Congress should repeal 14(c) of the Fair Labor Standards Act, that allows for the payment of subminimum wage, with a planned phase-out period that will allow time for providers and people with disabilities to transition services. The Commission’s research concluded that “Section 14(c) is antiquated as it was enacted prior to our nation’s civil rights laws, and its operation in practice remains discriminatory by permitting payment of subminimum wages based on disability without sufficient controls to ensure that the program operates as designed “to the extent necessary to prevent curtailment of opportunities for employment.”³

**State Policies Impacting CIE in California**

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

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

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

**Self-Determination Program (SDP)**

In 2013, the SDP (SB 468 [Emmerson]) was signed into law. SDP provides people with developmental disabilities receiving Regional Center services the option to choose their service providers. The SDP launched in the fall of 2018 and is in the third year of a three-year phase-in process for 2500 people with developmental disabilities. As of December 2020, there 447 participants receiving services through the SDP.

**Data Trends in Competitive Integrated Employment (CIE)**

Access to comprehensive data within and across systems is the cornerstone of evaluating and identifying barriers to achieving CIE. California continues to experience gaps in the ability to collect and analyze comprehensive data requiring stakeholders to rely on multiple data systems to create a holistic portrait of the barriers and achievements related to CIE.

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³ Id. at pg. vii citing 29 U.S.C. §214(c).
California, like the rest of the United States, continues to see minimal change in the employment participation and unemployment rates for people with disabilities. People with disabilities continue to be much more likely to be unemployed or under-employed than people without disabilities.

A secondary analysis of the American Community Survey reported in 2019, the employment rate of working-aged people with disabilities was 38.9 percent compared to 78.6 percent of working-aged people without disabilities. A gap of 39.8 percent that has remained relatively unchanged from 2018 to 2019. Also, in 2019, 25.9 percent of working-aged people with disabilities were living in poverty compared to 11.4 percent of working-aged people without disabilities. A gap of 14.5 percent. In California in 2018, the percentage of working-aged people with disabilities who were not working but actively looking for work was 7.9 percent compared to 17.5 percent of working-aged people without disabilities.

In 2017, the Department of Developmental Services reported that 14.5 percent of working-aged people with developmental disabilities who are receiving services through the Regional Centers were working compared to 14.2 percent in 2016. In 2017, 23,265 Regional Center clients received wages. The average monthly Regional Center clients’ wage was $725. This calculation is made based on quarterly earnings to EDD, and if annualized, this amount is significantly below the federal guidelines in 2019 for one person at $12,490. This is the most current data available as of this report. The Employment First Committee continues to work with the Department of Developmental Services and its partners to secure the most up to date data available.

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

Terry K. is a young man with a developmental disability. His dream job was to work as a Chef. He was able to intern at Eskaton in Sacramento county with a passionate group of Chefs and kitchen staff through the Paid Internship Program. After the PIP, he was hired permanently as a Dietary Aide in another Facility. Terry says “I work in an Assisted Living place for Senior Citizens: I work in the kitchen. I wash dishes, break down boxes and do some housekeeping like sweeping/mopping and help the Chef’s with food preparation. I like the people I work with” and the best moments are “when I get to serve food to the residents”. “I like having a good job!” Terry is thankful for the PIP opportunity, “I really love my job and love my coworkers. I’m glad I got the chance to do my internship so I could try out the job and get hired!”

Orange County Office Intern Identifying Systemic Issues within Orange County Public Schools

4 https://disabilitycompendium.org/annualreport at pg. 16.
5 Id. at pg. 17.
6 Id. at pg. 15.
7 Id. at pg. 20.
9 https://dds.ca.gov/rc/dashboard/employment/33
10 Id.
11 Id.
Shanel Ames, SCDD PIP Intern spoke out at the Orange County Adult Transition Task Force (OCATTF) meeting to describe her experience interfacing with the various special education district offices. The OCATTF is a collaboration where leaders from education, business, service agencies and family advocacy groups come together to share resources and address programmatic concerns specific to the successful transition of individuals with disabilities from school to work and community living. Shanel was tasked to update the special education contact information for all school districts, CACs, and SELPAs in the county. She called the various districts to obtain information that was not otherwise available via website. She presented her experience to this task force of transition educators so they would be aware of the "real life" issues faced by someone with a disability in the workforce to help them better prepare their own transition students. Staff from four school districts treated her rudely by being impatient, unhelpful, and/or rude. In her words, “they would hang up on me, or in an unfriendly tone, tell me to speak louder and they became frustrated when having to spell out emails to me. In one situation, the secretary told me she wasn’t interested in a fundraiser and hung up on me, twice.” Following her presentation, one adult transition professional suggested that perhaps SCDD should have sent a formal letter to the school districts letting them know in advance that a person with a disability was going to be contacting them and what information she was attempting to gain, which was not the point of her sharing. SCDD staff confirmed the information sought was not the issue nor is it appropriate and/or necessary to notify districts in advance that a person with disability would be contacting them. This same district staff excused the behavior of the unprofessional district staff by assuming they likely conduct themselves in this way across the board. In spite of the absurd commentary from this one school district employee, Shanel said “I hope by sharing my experience, I can bring awareness of how people with disabilities are treated and that the special education departments can strive to improve their customer service to ALL callers.”

AM was referred for DOR services by her Regional Center Service Coordinator. Her desired goal was to pursue clerical work. An Individualized Plan for Employment was written in support of this goal. She participated in formal training as well as clerical work experience at a local Job Center, in order to enhance her customer service and clerical skills.

She was referred to a Community Rehabilitation Program (CRP) for assistance with employment search. Her counselor additionally recommended her as a potential candidate for The State Internship Program with a large state agency in Sacramento. After initial screening, mock interviewing and resume revision by a team consisting of her DOR counselor, business specialist and PRIDE’s Job Developer, she was interviewed and selected by the state agency as an Office Assistant intern. Her Regional Center Service Coordinator requested and received approval to fund the internship. The CRP trainer provided systematic instruction for each of the tasks associated with the Office Assistant position.

At the conclusion of the five-month (512 hour) internship, AM was placed on the L4 hiring list for Office Assistant-General. When a vacancy arose at the same agency following completion of internship, AM applied and was hired as an Office Assistant-General. She required minimal job coaching and was successfully transitioned to the Regional Center for follow-along. She has recently been encouraged by her manager to apply for a promotion with the same agency. Participation in the internship ensured AM gained hands-on experience learning the work of an
Office Assistant, which she could later add to her resume. Her direct supervisor also became a source of professional reference as a result of the internship.

State and Local Implementation of Policies for CIE: California CIE Blueprint for Change

In 2017, the Department of Education (CDE), Department of Developmental Services (DDS), and Department of Rehabilitation (DOR) issued the California Competitive Integrated Employment (CIE) Blueprint for Change (Blueprint).

The Blueprint is a proactive interagency plan between CDE, DDS, and DOR to jointly identify ways to increase CIE opportunities for individuals over a five-year period using existing resources and providing a roadmap on how best to implement CIE. In May 2020, the second CIE Annual Report was made available highlighting the work in the second year of implementation.

The report highlights state and local collaborative efforts and pathways to CIE that are making a difference in the lives of individuals with developmental disabilities and their families. Some key accomplishments during the second year of implementation that are highlighted in the report include:

The number of individuals with developmental disabilities working in CIE increased from 1,125 to 1,502.

The continued dissemination of the CIE Blueprint Written Guidance and Local Partnership Agreements (LPA) Template. An LPA identifies how Local Educational Agencies, DOR Districts, Regional Centers, and other stakeholders will work together to streamline service delivery and engage their local communities to increase opportunities for CIE. In 2020, 21 new LPAs between LEAs, DOR Districts, and Regional Centers were created and posted, bringing the cumulative total of LPAs to 49 and their are 5 currently under review. As of May 2021, there are 57 LPAs that have been submitted and 53 posted on the CHHS CIE webpage at https://www.chhs.ca.gov/home/cie/.

The leveraging of the Senate Bill (SB) 644 Limited Examination and Appointment Program (LEAP) Internship Program resulting in two additional individuals with developmental disabilities hired as full-time permanent state employees, joining the five who were hired during state fiscal year 2017-2018.

An increased utilization of work opportunities including the following:

- 26,247 students participated in paid work experience and unpaid community-based vocational education with CDE WorkAbility I (WAI).
- 35 individuals participated in On-the-Job Training (OJT) through DOR.
- 1,420 individuals participated in a DDS Paid Internship Program (PIP)
• Provided career counseling and information and referral (CC&IR) services to over 12,029 individuals working at subminimum wage, of which over 300 applied for vocational rehabilitation (VR) services and 10 achieved CIE.

• Engaged with employers and business partners in a variety of innovative ways including the following:
  
  o Participated in Employment Roundtables, formed Business Advisory Committees and Employer Panels and connected to Mayor’s Committees to encourage businesses to hire individuals with developmental disabilities.
  
  o Initiated regional workgroups between LPA core partners and local workforce development partners to enhance and build upon business engagements.
  
  o The DDS approved the allocation of $15 million to service providers who submitted a plan to become compliant with the Home and Community-Based Services (HCBS) Final Rule. 33 non-integrated employment programs were approved to use funding to modify their services to come into compliance. Since 2016-2017, 78 non-integrated programs have received funding.

New Legislative Efforts in 2020
During the 2020 legislative session, three significant pieces of legislation were sponsored by the organizations represented on the Committee. Of the three bills, SB 1062 and SB 1063 did not advance in the legislative process once the COVID-19 Pandemic began since the Legislature agreed to only focus on bills related to the Pandemic. The third bill, SB 1264, was signed into law by the Governor.

Senate Bill 1264 (Senate Committee on Human Services)
The State Council initially sponsored SB 1264 which was initially authored by Senator Hurtado. However, after the coronavirus outbreak, the bill was reformatted into the Senate Committee on Human Services’ Omnibus Bill. The Governor signed the bill into law. Sections including one focusing on a one-year extension of the Limited Appointment and Examination Program’s internship option were added to the original text of the bill which ensures “authorized representative” is defined throughout the Lanterman Act to include those individuals appointed under Welfare & Institutions Code section 4541(a).

Senate Bill 1062 (Durazo)
The State Council, Disability Rights California and Legal Aid at Work co-sponsored Senate Bill 1062 (Durazo) which failed to move due to the COVID-19 Pandemic. SB 1062 addressed the Fair Labor Standards Act of 1938 which allows for people with disabilities to be paid the subminimum wage. This bill would have established that the State of California would ensure that people with developmental disabilities working at a Department of Developmental Services program is paid at least minimum wage.

Senate Bill 1063 (Durazo)
The State Council, Disability Rights California and Legal Aid at Work co-sponsored Senate Bill 1063 (Durazo) which failed to move due to the COVID-19 Pandemic. Competitive Integrated Employment (CIE) is defined in the Workforce Innovation Opportunity Act (WIOA) and
implements regulations. California law is not yet conformed with the federal definition. This bill would conform state statute to the federal definition of CIE in the Employment First Policy and across agencies providing services to people with developmental disabilities.

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

**EFC's Activities in 2020**

In August 2019, Committee members completed its annual strategic planning process and identified the goals and activities to work towards completing in 2020. While Committee members strived to make progress on these activities, the COVID-19 pandemic redirected priorities that impacted the planned outcomes for 2020.

The Committee convened several workgroup meetings to identify data that would be most useful and relevant in determining barriers to competitive integrated employment (CIE) and outcomes. This included identifying the data needed to maintain a useful and informative data dashboard. The Committee is on target to release a new and improved interactive data dashboard sometime in 2021.

In light of the COVID-19 pandemic, members also convened several workgroup meetings to develop recommendations for the Governor’s Task Force on Business and Jobs Recovery to ensure that people with intellectual and developmental disabilities were being considered. These recommendations were subsequently approved by the Committee and sent to the Governor’s Office in June of 2020.

Additionally, the Committee began working on recommendations to ensure that people with intellectual and developmental disabilities were being considered in the work the California Labor and Workforce Development Agency is doing to get people with I/DD back to work following the pandemic.

Finally, the Committee concluded the year by creating an outline of targeted issues to work on in 2021 which will include completing the updates to the data dashboard; convening workgroup meetings to evaluate and provide recommendations to improve the service delivery system; evaluate emerging practices; and providing more education and training whenever possible.

**Recommendations**

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

**Legislative**

The State Legislature should require that any federal or state funding to employers to help businesses/agencies recover from the COVID-19 public health emergency:
• Should include a specific diversity, equity and inclusion requirements for spending the funds that would support the employment of people with disabilities.
• Should be mandated that funding cannot be used to support sub-minimum wage and/or segregated employment.
• Should include a component of required training on the Americans with Disabilities Act and other applicable laws pertaining to people with disabilities, for all employees and contractors.

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

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

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

The State Legislature should pass Senate Bill 639, authored by Senator Elena Durazo, which would phase out subminimum wage for people with disabilities in California, and present it to the Governor for signing at the end of the 2021 Legislative Session.

The State Legislature should pass legislation to create resources or incentives providing solutions and supports for employers who hire people with developmental disabilities and retain them long-term.

The State Legislature should pass legislation requiring outcome-driven evidence-based and/or promising practices that effectively enable people with disabilities to achieve CIE.

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

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

DDS should invest in the collection and reporting of deaggregated, timely data with universal client identifiers across government systems to understand the factors that impact whether or not a person enters or retains CIE. DDS and the State Council should publicly report aggregate data on the Data Dashboard in a consumer friendly and accessible format so that the impact of
CIE can be assessed and people with developmental disabilities and their families can make informed data-driven decisions about choosing the best pathway to CIE.

CDE, DDS, DOR, and the State Council should create data-sharing agreements across agencies that identify and quantify tertiary benefits of employment as a social determinant of health.

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

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

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

**Appendices**

**EFC MEMBERSHIP FOR 2020**

- Wesley Witherspoon, State Council on Developmental Disabilities
- Michael Luna, Department of Developmental Services
- Cindy Chiu, Department of Rehabilitation
- Barbara Boyd, California Department of Education (Served: June 2018 through February 2020)
- Sarah Isaacs, Disability Rights California
- Olivia Raynor, UCEDD, Tarjan Center at University of California, Los Angeles
- Steve Ruder, UCEDD, University of California, Davis MIND Institute
- Larry Yin, UCEDD, University of Southern California
- Nick Wavrin, California Department of Education (Began Serving: April 2020 to present)
Statutory Responsibilities of the Employment First Committee (Welfare and Institutions Code §4868)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(PLAIN LANGUAGE VERSION)

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

Why the EFC was created:

The Lanterman Act created the EFC to help get more people with developmental disabilities jobs in CIE.
**What is Competitive Integrated Employment (CIE):**

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

**Who is a member of the EFC?**

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

**What the EFC has to do:**

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

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

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

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

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

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

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

Recommend goals for CIE for the state.

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

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

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

Other things the EFC thinks will help.

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

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

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

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

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

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

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

(iii) is likely to continue indefinitely;

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

   (I) Self-care.
   (II) Receptive and expressive language.
   (III) Learning.
   (IV) Mobility.
   (V) Self-direction.
   (VI) Capacity for independent living.
   (VII) Economic self-sufficiency; and

(v) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
AGENDA ITEM 10
INFORMATION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Coming Out of COVID: Successes, Challenges and Opportunities

Due to the state of emergency caused by the COVID-19 pandemic, the Council intentionally shifted its work in early 2020 to address the emergent needs of Californians with intellectual and developmental disabilities and implementing an emergency telework program for all SCDD employees. As California reopens and transitions back to the workplace begin, Committee Chair Lee Bycel and Executive Director Aaron will lead a discussion on the successes, challenges and future opportunities that have resulted. While leadership celebrates its staff’s accomplishment of distributing 108 million pieces of PPE, it also recognizes the toll this pandemic has taken on individuals and families. These, and other successes and challenges, will be the focus of this discussion.

Attachments
None
Executive Director Report

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

Attachments
None
AGENDA ITEM 12
INFORMATION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD Budget Update

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

Attachments
Budget Cover Page
March Budget Projections
Council Budget 2020-21
SFY 2020-21 Quarter 3 Statement of Activities
The package before the Committee includes three items:
1. The 3rd quarter budget expenditures through March 2021. As a reminder, on May 12, 2020, the Council approved the SFY 2020/21 BSG budget.

**BSG Highlights**

**Year End Projection**
- We are currently 17.4% under budget ($1,300,000) and expect to finish the year well under budget.

**Personal Services**
- We are 7.7% under budget and expect to finish the year under budget.
- Vacancy rate is 15% with 6 of 7 vacancies in the process of being filled.

**Operating Expense and Equipment (OE&E)**
- We are 32% under budget and expected to finish the year well under budget.
- In-State Travel is extremely minimal due to the pandemic.
- Information Technology shows overspent because of Fi$Cal charge code changes. This was discussed at the last meeting.

**Community Development Program Grants (Cycle Grants)**
- Staff is researching the ($150,393) negative expenditure with Accounting.

**Unallocated Funds**
- These reallocation funds are projected to be unspent.

**QA Highlights**
- Personal Services are 9% under budget and expect to finish the year under budget.
- OE&E is 49% under budget but this is expected to normalize as the contracted interviewers are paid for the surveys they completed.

**CRA/VAS Highlights**
- Personal Services are on track to be under charged due to the closure of Sonoma and Fairview Developmental Centers.
- OE&E is on track to be under charged for the year also due to the closure of Sonoma and Fairview Developmental Centers.
## Federal Grant (BSG)

<table>
<thead>
<tr>
<th></th>
<th>Annual Grant Award</th>
<th>Monthly Expenditure</th>
<th>Year-To-Date Expenditure</th>
<th>Balance</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services &amp; Benefits</td>
<td>$ 5,513,000</td>
<td>$ 424,756</td>
<td>$ 3,708,720</td>
<td>$ 1,804,280</td>
<td># Positions 46</td>
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<tr>
<td>Operating Expenses</td>
<td>$ 1,757,100</td>
<td>$ 74,809</td>
<td>$ 755,266</td>
<td>$ 1,001,834</td>
<td># Vacancies 7</td>
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<tr>
<td>Grants / Special Items</td>
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<td>-</td>
<td>-</td>
<td>$ 390,393</td>
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<td>Unallocated Funds</td>
<td>$ 369,774</td>
<td>-</td>
<td>-</td>
<td>$ 369,774</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 7,510,100</strong></td>
<td>-</td>
<td><strong>$ 4,313,593</strong></td>
<td><strong>$ 3,196,507</strong></td>
<td>Vacancy % 15%</td>
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## Quality Assessment (QA)

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<th>Annual</th>
<th>Monthly</th>
<th>Year-To-Date</th>
<th>Balance</th>
<th>Positions</th>
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<tbody>
<tr>
<td>Personal Services &amp; Benefits</td>
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<td>$ 136,607</td>
<td>$ 1,343,665</td>
<td>$ 716,335</td>
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<tr>
<td>Operating Expenses</td>
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<td>$ 127,901</td>
<td>$ 398,573</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 3,598,000</strong></td>
<td><strong>$ 264,508</strong></td>
<td><strong>$ 1,742,238</strong></td>
<td><strong>$ 1,855,762</strong></td>
<td>Vacancy % 17%</td>
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## Client's Rights Advocates/Voluntary

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<tr>
<th></th>
<th>Annual Budget</th>
<th>Monthly Expenditure</th>
<th>Year-To-Date Expenditure</th>
<th>Balance</th>
<th>Positions</th>
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<tr>
<td>Personal Services &amp; Benefits</td>
<td>$ 1,368,000</td>
<td>$ 94,076</td>
<td>$ 846,759</td>
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<tr>
<td>Operating Expenses</td>
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<td>$ 15,270</td>
<td>$ 148,418</td>
<td>$ 323,582</td>
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<td><strong>Total</strong></td>
<td><strong>$ 1,840,000</strong></td>
<td><strong>$ 109,346</strong></td>
<td><strong>$ 995,177</strong></td>
<td><strong>$ 844,823</strong></td>
<td>Vacancy % 25%</td>
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## Total

<table>
<thead>
<tr>
<th></th>
<th># Positions</th>
<th># Vacancies</th>
<th>Vacancy %</th>
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</thead>
<tbody>
<tr>
<td><strong># Positions</strong></td>
<td>76</td>
<td>13</td>
<td>17%</td>
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State Council on Developmental Disabilities  
Council Report for FY 20-21  

March-21

<table>
<thead>
<tr>
<th>FEDERAL GRANT (BSG)</th>
<th>Budgeted Base</th>
<th>Current Month Expenditure</th>
<th>YTD Expenditure</th>
<th>Remaining Balance</th>
<th>Remaining Percentage</th>
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<tr>
<td>PERSONAL SERVICES (PS &amp; PB)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages w/ Benefits</td>
<td>5,513,000</td>
<td>424,756</td>
<td>3,708,720</td>
<td>1,804,280</td>
<td>32.7%</td>
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<tr>
<td>OPERATING EXPENSE (OE&amp;E)</td>
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<tr>
<td>General Expense (Meeting/Conf)</td>
<td>75,000</td>
<td>668</td>
<td>27,891</td>
<td>47,109</td>
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<td>Printing</td>
<td>45,000</td>
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<td>8,850</td>
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<td>Communications</td>
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<td>24,665</td>
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<td>Postage</td>
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<td>6,382</td>
<td>10,464</td>
<td>9,536</td>
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<td>Travel-in-State</td>
<td>335,000</td>
<td>3,236</td>
<td>28,758</td>
<td>306,242</td>
<td>91.4%</td>
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<td>Out-of-State Travel</td>
<td>20,000</td>
<td>-</td>
<td>(10)</td>
<td>20,010</td>
<td>100.1%</td>
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<tr>
<td>Training (Tuition and Registration)</td>
<td>25,000</td>
<td>5,185</td>
<td>16,064</td>
<td>8,936</td>
<td>35.7%</td>
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<tr>
<td>Facilities Operations (Rent)</td>
<td>600,000</td>
<td>45,676</td>
<td>388,256</td>
<td>211,744</td>
<td>35.3%</td>
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<td>Facilities Plng/Maint. &amp; Utilities</td>
<td>6,000</td>
<td>126</td>
<td>3,912</td>
<td>2,088</td>
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<tr>
<td>Interdepartmental Services</td>
<td>411,000</td>
<td>11,345</td>
<td>62,687</td>
<td>348,313</td>
<td>84.7%</td>
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<tr>
<td>External Contract Services</td>
<td>75,000</td>
<td>6,714</td>
<td>17,985</td>
<td>57,015</td>
<td>76.0%</td>
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<tr>
<td>Information Technology (Computer, Software)</td>
<td>15,000</td>
<td>10,333</td>
<td>194,682</td>
<td>(179,682)</td>
<td>-1197.9%</td>
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<tr>
<td>SWCAP</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>25,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Other Items/ Client Services</td>
<td>5,000</td>
<td>(15,674)</td>
<td>(29,037)</td>
<td>34,037</td>
<td>680.7%</td>
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<tr>
<td>Subtotal OE&amp;E</td>
<td>1,757,000</td>
<td>499,565</td>
<td>755,266</td>
<td>1,001,833</td>
<td>57.0%</td>
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<tr>
<td>SPECIAL ITEM (PROGRAM 20)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>240,000</td>
<td>-</td>
<td>(150,393)</td>
<td>390,393</td>
<td>162.7%</td>
<td></td>
</tr>
<tr>
<td>UNALLOCATED FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>369,774</td>
<td>-</td>
<td>-</td>
<td>369,774</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>7,510,000</td>
<td>499,565</td>
<td>4,313,593</td>
<td>3,196,506</td>
<td>42.6%</td>
</tr>
</tbody>
</table>
## Quality Assessment (QA)

<table>
<thead>
<tr>
<th><strong>PERSONAL SERVICES (PS &amp; PB)</strong></th>
<th><strong>Budgeted Base</strong></th>
<th><strong>Current Month Expenditure</strong></th>
<th><strong>YTD Expenditure</strong></th>
<th><strong>Remaining Balance</strong></th>
<th><strong>Remaining Percentage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages w/ Benefits</td>
<td>2,060,000</td>
<td>136,607</td>
<td>1,343,665</td>
<td>716,335</td>
<td>34.8%</td>
</tr>
</tbody>
</table>

### OPERATING EXPENSE (OE&E)

<table>
<thead>
<tr>
<th>Description</th>
<th>Budgeted</th>
<th>Current Month</th>
<th>YTD</th>
<th>Remaining</th>
<th>Remaining Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Expense (Meeting/Conf)</td>
<td>21,000</td>
<td>-</td>
<td>7,569</td>
<td>13,431</td>
<td>64.0%</td>
</tr>
<tr>
<td>Printing</td>
<td>45,000</td>
<td>-</td>
<td>6,289</td>
<td>38,711</td>
<td>86.0%</td>
</tr>
<tr>
<td>Communications</td>
<td>30,000</td>
<td>-</td>
<td>12,000</td>
<td>18,000</td>
<td>60.0%</td>
</tr>
<tr>
<td>Postage</td>
<td>23,000</td>
<td>641</td>
<td>4,061</td>
<td>18,939</td>
<td>82.3%</td>
</tr>
<tr>
<td>Travel-in-State</td>
<td>40,000</td>
<td>77</td>
<td>1,107</td>
<td>38,893</td>
<td>97.2%</td>
</tr>
<tr>
<td>Training (Tuition and Registration)</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>3,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Facilities Operations (Rent)</td>
<td>255,000</td>
<td>19,873</td>
<td>183,113</td>
<td>71,887</td>
<td>28.2%</td>
</tr>
<tr>
<td>Facilities Planning &amp; Utilities</td>
<td>2,000</td>
<td>10</td>
<td>2,747</td>
<td>(747)</td>
<td>-37.4%</td>
</tr>
<tr>
<td>Interdepartmental Services</td>
<td>174,000</td>
<td>-</td>
<td>17,032</td>
<td>156,968</td>
<td>90.2%</td>
</tr>
<tr>
<td>External Contract Services</td>
<td>1,000</td>
<td>-</td>
<td>1,693</td>
<td>(693)</td>
<td>-69.3%</td>
</tr>
<tr>
<td>Data Processing (Software, Supplies &amp; Misc.)</td>
<td>15,000</td>
<td>4,000</td>
<td>18,813</td>
<td>(3,813)</td>
<td>-25.4%</td>
</tr>
<tr>
<td>Other Items/ Client Services</td>
<td>929,000</td>
<td>103,300</td>
<td>144,149</td>
<td>784,851</td>
<td>84.5%</td>
</tr>
<tr>
<td><strong>Subtotal OE&amp;E</strong></td>
<td>1,538,000</td>
<td>127,901</td>
<td>398,573</td>
<td>1,139,427</td>
<td>74.1%</td>
</tr>
</tbody>
</table>

**TOTAL**                                  | 3,598,000| 264,508       | 1,742,238| 1,855,762 | 51.6%                |

## Clients' Rights Advocates/Volunteer Advocacy Services (CRA/VAS)

<table>
<thead>
<tr>
<th><strong>PERSONAL SERVICES (PS &amp; PB)</strong></th>
<th><strong>Budgeted Base</strong></th>
<th><strong>Current Month Expenditure</strong></th>
<th><strong>YTD Expenditure</strong></th>
<th><strong>Remaining Balance</strong></th>
<th><strong>Remaining Percentage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages w/ Benefits</td>
<td>1,368,000</td>
<td>94,076</td>
<td>846,759</td>
<td>521,241</td>
<td>38.1%</td>
</tr>
</tbody>
</table>

### OPERATING EXPENSE (OE&E)

<table>
<thead>
<tr>
<th>Description</th>
<th>Budgeted</th>
<th>Current Month</th>
<th>YTD</th>
<th>Remaining</th>
<th>Remaining Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Expense (Meeting/Conf)</td>
<td>75,000</td>
<td>-</td>
<td>1,147</td>
<td>73,853</td>
<td>98.5%</td>
</tr>
<tr>
<td>Printing</td>
<td>9,000</td>
<td>-</td>
<td>2,244</td>
<td>6,756</td>
<td>75.1%</td>
</tr>
<tr>
<td>Communications</td>
<td>25,000</td>
<td>-</td>
<td>4,614</td>
<td>20,386</td>
<td>81.5%</td>
</tr>
<tr>
<td>Postage</td>
<td>14,000</td>
<td>85</td>
<td>374</td>
<td>13,626</td>
<td>97.3%</td>
</tr>
<tr>
<td>Travel-in-State</td>
<td>64,000</td>
<td>-</td>
<td>1,831</td>
<td>62,169</td>
<td>97.1%</td>
</tr>
<tr>
<td>Training (Tuition and Registration)</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>1,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Facilities Operations (Rent)</td>
<td>24,000</td>
<td>5,382</td>
<td>41,548</td>
<td>(17,548)</td>
<td>-73.1%</td>
</tr>
<tr>
<td>Interdepartmental Services</td>
<td>134,000</td>
<td>-</td>
<td>3,354</td>
<td>130,646</td>
<td>97.5%</td>
</tr>
<tr>
<td>External Contract Services</td>
<td>17,000</td>
<td>-</td>
<td>-</td>
<td>17,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Data Processing (Software, Supplies &amp; Misc.)</td>
<td>18,000</td>
<td>2,333</td>
<td>10,892</td>
<td>7,108</td>
<td>39.5%</td>
</tr>
<tr>
<td>Other Items/ Client Services</td>
<td>91,000</td>
<td>7,470</td>
<td>68,736</td>
<td>22,264</td>
<td>24.5%</td>
</tr>
<tr>
<td><strong>Subtotal OE&amp;E</strong></td>
<td>472,000</td>
<td>15,270</td>
<td>148,418</td>
<td>337,260</td>
<td>71.5%</td>
</tr>
</tbody>
</table>

**TOTAL**                                  | 1,840,000| 109,346       | 995,177  | 844,823   | 45.9%                |
# State Council on Developmental Disabilities
## State Council Budgeted Base
### Fiscal Year 2020/21 Budget

<table>
<thead>
<tr>
<th>Categories</th>
<th>Basic State Grant (BSG)</th>
<th>Client’s Rights Advocates/ Volunteer Advocacy</th>
<th>Quality Assessment</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal Grant</td>
<td>State Reimbursement</td>
<td>State Reimbursement</td>
<td></td>
</tr>
<tr>
<td>1. Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Salaries &amp; Wages</td>
<td>$3,569,000</td>
<td>$927,000</td>
<td>$1,393,000</td>
<td>$5,889,000</td>
</tr>
<tr>
<td>Temporary Help / Honorarium</td>
<td>$87,000</td>
<td>$0</td>
<td>$0</td>
<td>$87,000</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>$55,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$65,000</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>$1,802,000</td>
<td>$436,000</td>
<td>$661,000</td>
<td>$2,917,000</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>$5,513,000</td>
<td>$1,368,000</td>
<td>$2,060,000</td>
<td>$8,941,000</td>
</tr>
<tr>
<td>2. Operating Expense and Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Expense</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$21,000</td>
<td>$171,000</td>
</tr>
<tr>
<td>Printing</td>
<td>$45,000</td>
<td>$9,000</td>
<td>$45,000</td>
<td>$99,000</td>
</tr>
<tr>
<td>Communications</td>
<td>$100,000</td>
<td>$25,000</td>
<td>$30,000</td>
<td>$155,000</td>
</tr>
<tr>
<td>Postage</td>
<td>$20,000</td>
<td>$14,000</td>
<td>$23,000</td>
<td>$57,000</td>
</tr>
<tr>
<td>Travel In-State</td>
<td>$335,000</td>
<td>$64,000</td>
<td>$40,000</td>
<td>$439,000</td>
</tr>
<tr>
<td>Travel Out-of-State</td>
<td>$20,000</td>
<td>$0</td>
<td>$0</td>
<td>$20,000</td>
</tr>
<tr>
<td>Training (Tuition &amp; Registration)</td>
<td>$25,000</td>
<td>$15,000</td>
<td>$3,000</td>
<td>$43,000</td>
</tr>
<tr>
<td>Facilities Operations (Rent)</td>
<td>$600,000</td>
<td>$24,000</td>
<td>$255,000</td>
<td>$879,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>$6,000</td>
<td>$0</td>
<td>$2,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>Interdepartmental Services</td>
<td>$411,000</td>
<td>$134,000</td>
<td>$174,000</td>
<td>$719,000</td>
</tr>
<tr>
<td>External Contract Services</td>
<td>$75,000</td>
<td>$3,000</td>
<td>$1,000</td>
<td>$79,000</td>
</tr>
<tr>
<td>Data Processing (Software, licenses, etc.)</td>
<td>$15,000</td>
<td>$18,000</td>
<td>$15,000</td>
<td>$48,000</td>
</tr>
<tr>
<td>Statewide Cost Allocation Plan (SWCAP)</td>
<td>$25,000</td>
<td>$0</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td>Other Items of Expense</td>
<td>$5,000</td>
<td>$91,000</td>
<td>$929,000</td>
<td>$1,025,000</td>
</tr>
<tr>
<td>Total Operating Expense and Equipment</td>
<td>$1,757,000</td>
<td>$472,000</td>
<td>$1,538,000</td>
<td>$3,767,000</td>
</tr>
<tr>
<td>3. Community Program Development Grants</td>
<td>$240,000</td>
<td>$0</td>
<td>$0</td>
<td>$240,000</td>
</tr>
<tr>
<td>4. Total Council Budget (1 + 2 + 3)</td>
<td>$7,510,000</td>
<td>$1,840,000</td>
<td>$3,598,000</td>
<td>$12,948,000</td>
</tr>
<tr>
<td>5. Total Basic State Grant Award</td>
<td>$7,521,523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Reallotment Award Received 8/10/2020 - Unallocated</td>
<td>$369,774</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Total BSG Award + Reallotment Award</td>
<td>$7,891,297</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Difference between Total Council Budget and Basic State Grant Award + Reallotment Award</td>
<td>$381,297</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Prior Year’s Unexpended Balance as of December 31, 2020</td>
<td>$941,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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—March 2021—and are subject to change.

SFY 2020/21 BSG Expenditures and Unexpended Funds

Total estimated BSG expenditures plus reallocation award is $7,891,297. With 25% of the SFY remaining, total expenditures of $4,313,593 reflect a remaining balance of $3,196,507 (42.6%).

- **Personal Services**: With 25% of the SFY remaining, total expenditures of $3,708,720 reflect a remaining balance of $1,804,280 (32.7%). The vacancy rate is 15%. There is one vacancy in headquarters (IT Analyst) and six vacancies in the field (one Staff Service Manager, three 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 $400,000 for the year (7%). 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. SCDD staff also will be offered the opportunity to cash out up to 80 hours of leave time. The vacancy rate is expected to finish the year at 10% as multiple vacancies are in the process of being filled.

- **OE&E**: With 25% of the SFY remaining, total expenditures of $755,266 reflect a remaining balance of $1,001,833 (57%). 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 reallocation award. Therefore, we have the additional "unallocated" line item of $369,774, which is detailed below.

- **Program Development Grants**: With 25% of the SFY remaining, total expenditures of ($150,393) reflect a remaining balance of $390,393 (162.7%). 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 reallocation 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 25% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of $1,855,762 (34.8%).

• **Personal Services:** With 25% of the SFY remaining, total expenditures of $1,343,665 reflect a remaining balance of $716,335 (34.8%). The vacancy rate is 17% 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 17% through June 30.

• **OE&E:** With 25% of the SFY remaining, total expenditures of $398,573 reflects a remaining balance of $1,139,427 (74.1%). The largest savings are occurring in the Other Items/Client Services (15.4% 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 25% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of $844,823 (45.9%).
• **Personal Services:** With 25% of the SFY remaining, total expenditures of $846,759 reflects a remaining balance of $521,241 (38.1%). The vacancy rate is 25% 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 25% of the SFY remaining, total expenditures of $148,418 reflects a remaining balance of $337,260 (71.5%). 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.
Deputy Director of Administration Doug Sale will present a draft the Executive Director (ED) timeline for the 2020-2021 evaluation. Committee members will review the timeline, discuss the process for the evaluation and vote on whether to move forward so that the full Council may approve the final report at its September 2021 meeting.

Attachments:
2021 Proposed ED Evaluation Timeline

Actions Recommended
Approve the 2020/21 Executive Director Evaluation timeline.
## 2021 EXECUTIVE DIRECTOR EVALUATION TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| August 2021  | • Council Chair presents E.D. evaluation process and timeline to the Executive Committee for consideration at the August 17, 2021 Executive Committee meeting.  
• Executive Committee approves E.D. evaluation process and timeline.  
| September 2021 | • Council is notified of the E.D. evaluation process, timeline and third party at the September 14, 2021 Council meeting.  
• Deadline for submission of E.D. self-evaluation report to the third party is September 13, 2021. Third-party sets up online evaluation survey to include the E.D. self-evaluation report and the evaluation tool.  
• Third-party distributes the E.D. evaluation report and survey tool electronically and, if requested, via U.S. mail to Council Members no later than September 20, 2021.  
• Council Chair meets with E.D. to discuss self-evaluation report. |
| October 2021 | • Deadline for completion of evaluation survey by Council Members is October 8, 2021.  
• Third-party collects and tabulates the survey results, aggregates written comments to prepare report based on responses and provides report to the Council Chair by October 15, 2021.  
• Council Chair and/or third-party presents evaluation report to the Executive Committee for consideration during a closed session at the October 19, 2021 Executive Committee meeting.  
• Executive Committee finalizes the evaluation, adopts content of final evaluation report, recommendation(s), and requested actions for presentation to the full Council. |
<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2021</td>
<td>• Executive Committee presents final evaluation report recommendation(s) and requested actions to the full Council during a closed session at the November 30, 2021 meeting.</td>
</tr>
<tr>
<td></td>
<td>• Council considers Executive Committee recommendation and approves the final E.D. evaluation report, recommendation(s), and requested actions.</td>
</tr>
<tr>
<td></td>
<td>• Council Chair and/or Vice-Chair provides E.D. with approved E.D. evaluation report, recommendation(s), and requested actions by December 31, 2021.</td>
</tr>
</tbody>
</table>
AGENDA ITEM 14
INFORMATION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Next Meeting Date and Adjournment

The next meeting of the Executive Committee will be on August 17, 2021.