



# NOTICE/AGENDA

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES  
EXECUTIVE COMMITTEE MEETING  
POSTED AT: [www.scdd.ca.gov](http://www.scdd.ca.gov)**

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

**JOIN ZOOM MEETING:** <http://bit.ly/ExecCmteAug2021>

**MEETING ID and PASSCODE:** **972 3414 0107, Code 209340**

**OR**

**JOIN BY TELECONFERENCE: (VOICE ONLY)**

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

**MEETING ID and PASSCODE:** **972 3414 0107, Code 209340**

**DATE:** August 17, 2021

**TIME:** 10:30 AM – 2:00 PM

**COMMITTEE CHAIR:** Lee Bycel

---

**Item 1. CALL TO ORDER**

---

**Item 2. ESTABLISH QUORUM**

---

**Item 3. WELCOME AND INTRODUCTIONS**

---

---

**Item 4. PUBLIC COMMENTS**

*This item is for members of the public only to provide comments and/or present information to the Committee on matters listed or not listed on the agenda. Each person will be afforded up to three minutes to speak.*

---

**Item 5. SCDD STAFF SPOTLIGHT: DOUGLAS SALE**

Page 3

**Item 6. APPROVAL OF JUNE 2021 MINUTES***All*  
Page 4**Item 7. SPONSORSHIP REQUEST(S)***Douglas Sale, Deputy Director of Administration*

A. MIND Summer Institute

B. San Diego Committee on Employment for People with Disabilities

  
Page 10**Item 8. SCDD BUDGET UPDATE***Douglas Sale, Deputy Director of Administration*

Page 26

**Item 9. EXECUTIVE DIRECTOR REPORT***Aaron Carruthers, Executive Director*

Page 33

**Item 10. EXECUTIVE DIRECTOR EVALUATION PROCESS***Douglas Sale, Deputy Director of Administration*

Page 34

**Item 11. UNDERSTANDING AND ADDRESSING COUNCILMEMBER NEEDS AS COVID CONTINUES***Lee Bycel, Committee Chair*

Page 35

**Item 12. ADJOURNMENT AND NEXT MEETING DATE***The next meeting of the Executive Committee will be on October 19, 2021.*

Page 36

---

***Accessibility:***

Pursuant to Government Code Sections 11123.1 and 11125(f) and Executive Order N-29-20 (this Executive Order can be found by clicking the link on page one of the agenda or typing <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf> into your web browser), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino-Erben at (916) 263-7919 or [robin.maitino@scdd.ca.gov](mailto:robin.maitino@scdd.ca.gov). Please provide at least 3 business days prior to the meeting to allow adequate time to respond to all requests.

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

---

**AUGUST 17, 2021**

**AGENDA ITEM 5.  
INFORMATION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***SCDD Staff Member Spotlight: Douglas Sale***

---

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 Douglas Sale.

---

**AUGUST 17, 2021**

**AGENDA ITEM 6.**

**ACTION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Approval of June 2021 Minutes***

---

Minutes from the June 24, 2021 Executive Committee meeting are included in the packet for review. Committee members will vote on whether to approve the minutes.

***Attachment***

June 2021 Executive Committee meeting minutes

***Action Recommended***

Approve the June 2021 Minutes.



**DRAFT**

**Executive Committee Meeting Minutes  
June 24, 2021**

**Members Attending**

Lee Bycel, Chair  
Jeana Eriksen  
Julie Austin  
Kara Ponton  
Kilolo Brodie  
Kim Rothschild  
Maria Marquez  
Wesley Witherspoon

**Members Absent**

N/A

**Others Attending**

Aaron Carruthers  
Brian Weisel  
Charlotte Endres  
Douglas Sale  
Matt Traverso  
Robin Maitino-Erben  
Tania Morawiec  
Viviana Barnwell

**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**

There were no public comments.

**5. SCDD STAFF SPOTLIGHT**

This month's SCDD Staff Spotlight was presented by Charlotte Endres, Assistant to the Executive Director. Ms. Endres shared stories and details about her personal life including her recent move out of state, and she

---

Legend:

SA = Self-Advocate  
FA = Family Advocate

N/A = not available  
DNP = Did Not Participate

expressed gratitude for her time and experience working for the Council over the past two and a half years.

## 6. APPROVAL OF THE APRIL 2021 MEETING MINUTES

### Action 1

It was moved/seconded (Witherspoon [S.A.]/Marquez [S.A.]) and carried to approve the April 2021 meeting minutes. (Unanimously accepted by consent)

## 7. SPONSORSHIP REQUEST

Deputy Director Douglas Sale presented a Sponsorship request from the Special Needs Resource Foundation of San Diego (SNRFSD). The Foundation requested \$1,500 in funding to help cover costs associated with materials for their fourth annual All-Inclusive Day of Play and Resource Fair. SNRFSD received sponsorship from SCDD in 2020 for this event.

### Action 2

It was moved/seconded (Austin [F.A.]/Brodie [F.A.]) and carried to approve the Sponsorship request from Special Needs Resource Foundation of San Diego. (Unanimously accepted by consent)

## 8. CONFLICT OF INTEREST WAIVER REQUEST

Staff attorney Brian Weisel presented a conflict of interest waiver request for the Committee's consideration. This item was a renewal request from Diane Larson of the Redwood Coast Regional Center (RCRC). The Executive Committee previously approved a waiver request from Ms. Larson in May 2020.

### Action 3

It was moved/seconded (Austin [F.A.]/Eriksen [S.A.]) and carried to approve the conflict of interest waiver renewal request for Diane Larson. (Unanimously accepted by consent)

## 9. EMPLOYMENT FIRST COMMITTEE ANNUAL REPORT

Committee members heard a presentation from Council Chair Wesley Witherspoon and Deputy Director of Regional Office Operations Tania Morawiec. As part of his report, Witherspoon's priority recommendations were that the Employment First Committee (EFC) should educate people with I/DD and help them find jobs post-COVID, and connect people with resources such as the Competitive Integrated Employment (CIE) blueprint and the "Let's Work!" documentary. He also shared a story of

---

#### Legend:

SA = Self-Advocate  
FA = Family Advocate

N/A = not available  
DNP = Did Not Participate

accomplishment from a member of the community who highlighted her experience as a regional center client and successfully pursued Competitive Integrated Employment (CIE). Deputy Director Morawiec shared highlights from the 2020 EFC report which largely focuses on areas of achievement and progress as well as areas needing more attention. Subjects of emphasis included the impact of COVID-19 on employment, employment data trends, policy changes impacting the implementation of CIE, the CIE blueprint for change, legislative efforts in employment for 2020, and local, state and national implementation of the Employment First policy. Additionally, policy analyst Matt Traverso provided a more detailed description of the recommendations being put forth to the Legislature for Employment First in California. Members engaged in a question-and-answer discussion with SCDD staff before voting to approve the report.

#### **Action 4**

It was moved/seconded (Austin [F.A.]/Eriksen [S.A.]) and carried to accept the 2020 Employment First Committee Annual Report as presented. (For: Austin, Brodie, Bycel, Eriksen, Marquez, Rothschild, Witherspoon. Not available: Ponton.)

### **10. COMING OUT OF COVID: SUCCESSES, CHALLENGES AND OPPORTUNITIES**

Chair Lee Bycel led the committee in a discussion on challenges, opportunities and successes emerging out of the COVID-19 pandemic. Members shared concerns and thoughts about feeling tired, uncertain, and scared but hopeful. The pandemic was and continues to be a very challenging experience, often filled with loss and grief. Many people in the community continue to express apprehension about getting the vaccine.

Some of the questions that members considered were:

How do we navigate the vaccine hurdle and communicate the urgency of need? How can we be physically and psychologically safe and well? What are we experiencing as individuals? How might we see the strains and changes from the pandemic impacting how SCDD does its work in the future? And how are systems responding to system fatigue and demand?

Committee members concluded that there is a collective need to continue to cultivate patience, be adaptable and accept moving forward, because there is no “going back to normal.” As we have faced unprecedented personal and professional fatigue, the pandemic was a catalyst for

---

Legend:

SA = Self-Advocate  
FA = Family Advocate

N/A = not available  
DNP = Did Not Participate

change. With successes, more opportunities will come. We should focus on our resources going forward, which will center around the themes of impact, service, progress, integration and transition.

## 11. EXECUTIVE DIRECTOR REPORT

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

Regarding the State budget, a lot of activity has happened since the May Council meeting. The budget for DDS and its services will be substantial. There are also discussions around restoring social, recreational and camp services, and increasing rates for vendors and direct service providers. Funding from the American Rescue Plan will be especially helpful, as \$150 million for housing and other SCDD priorities are included in the spending plan for DDS.

Following up on the Self-Determination Program (SDP) Implementation panel from the May Council meeting, the SDP will open statewide to all participants on July 1<sup>st</sup>. The Statewide Self-Determination Advisory Committee (SSDAC) met on June 22<sup>nd</sup> and had a focused, productive meeting in anticipation of the program launch. Following the panel presentation at the May meeting, SCDD approved the SDP report for submission to the Legislature. There are currently 588 people in the Program.

Regarding COVID-19 vaccines, the last meeting of the Department of Public Health's Community Vaccine Advisory Committee (CVAC) was this month. Additionally, California is one of 12 states that has met the President's goal of 70% of the population having received at least one dose of the vaccine. SCDD is currently developing plans to collaborate with community advocate groups on holding public vaccine clinic events soon.

In Public Safety Power Shutoff updates, wildfire season has begun. The utilities are moving toward the goal of keeping their powerlines from being the cause of wildfires. They will maintain the practice of turning off power when weather conditions are dry and windy. SCDD continues to work with the California Public Utilities Commission (CPUC) to remain up to date on the actions of the utilities.

In administrative updates, SCDD is optimistic about more federal funding

---

Legend:

SA = Self-Advocate  
FA = Family Advocate

N/A = not available  
DNP = Did Not Participate



being allocated to DD Councils in the coming months. There is currently a staff vacancy rate of 14% across the organization, and SCDD is actively recruiting.

**12. SCDD BUDGET UPDATE**

Deputy Director Douglas Sale presented SCDD's recent budget updates. The budget is in good standing and SCDD is benefitting from reduced costs of not traveling, state employee salary reductions and some staffing vacancies. Applicant pools for vacant positions are strong, and SCDD will be hiring in the coming months. The State will also end the staff salary reduction program as of June 30<sup>th</sup>. Other anticipated federal funding increases will help offset these costs. More budget information will be available at the next Executive Committee meeting.

**13. EXECUTIVE DIRECTOR EVALUATION TIMELINE**

Deputy Director Douglas Sale presented the recommended timeline and process for the 2021 Executive Director Evaluation. There are no substantive changes proposed in this year's evaluation process. A survey will be sent to the Council, the Executive Director will complete a self-assessment, and SCDD will utilize third-party assistance to collect and tabulate the results of those materials. SCDD is also in the process of developing an all-staff survey that will address the state's reopening and concerns about returning to the office. General organizational climate questions may be included in the survey. At the September Council meeting members will be informed that the surveys will be going out, and they will have three weeks to complete and return their responses.

**Action 5**

It was moved/seconded and carried to approve the Executive Director Evaluation timeline and process, with the directive to the give the Council Chair and Vice Chair delegated authority to work with SCDD staff to streamline the evaluation process. (For: Austin, Brodie, Bycel, Marquez, Rothschild, Witherspoon. Abstain: Eriksen. Not available: Ponton.)

**14. ADJOURNMENT AND NEXT MEETING DATE**

The next Executive Committee meeting will be held on August 17, 2021. Meeting adjourned at 2:37 P.M.

---

**AUGUST 17, 2021**

**AGENDA ITEM 7.**

**ACTION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Sponsorship Requests***

---

Deputy Director of Administration Doug Sale will present two Sponsorship Requests for the Committee's consideration. The first sponsorship is from the MIND Summer Institute and the second from the San Diego Committee on Employment for People with Disabilities.

Following Deputy Director Sale's presentation, members will vote on whether to approve these requests.

***Attachments***

Chart of Sponsorships Awarded for Fiscal Year 20/21

MIND Summer Institute Application Package

San Diego Committee on Employment for People with Disabilities (SDCEPD)  
Application Package

***Action Recommended***

Approve the Sponsorship requests from MIND Summer Institute and the San Diego Committee on Employment for People with Disabilities



## COUNCIL AGENDA ITEM DETAIL SHEET

**ISSUE:** The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND (Medical Investigation of Neurodevelopmental Disorders) Institute at the University of California, Davis

**AMOUNT: \$999.00**

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

**ANALYSIS/DISCUSSION:** The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND (Medical Investigation of Neurodevelopmental Disorders) Institute at the University of California, Davis is requesting a sponsorship MIND Summer Institute on Neurodevelopmental Disabilities. The event will be held on August 6, 2021 as a virtual webinar event. The program will increase the ability of consumers and family members to exercise control, choice and flexibility as they learn about strategies to support mental health from the perspectives of researchers, self-advocates, family members and providers. Self-advocates and families will gain knowledge to inform their advocacy. In addition, this conference will provide them with a venue to ask pertinent questions about research and practices related to their own needs and to connect with others who may share similar interests and challenges.

The event will include two panel discussions. The first will be personal perspectives from self-advocates and family members about navigating mental health services and how to advocate and access appropriate services. The second will include a provider panel sharing tips and strategies to support mental health and wellness.

SCDD's funds would be utilized to offset the costs for translation into Spanish and up to two other languages.

They were awarded sponsorships in 2016-18 and 2020. For past events, they were awarded funding for the costs of facilities, audio-visual equipment, and document translation.

**COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE:** Goal 4 Health & Safety-4.1 The Council and its federal partners will increase knowledge and awareness for people with I/DD and their families about the availability of and access to health and public safety-related services and supports.

**PRIOR COUNCIL ACTIVITY:** Since the beginning of FY 2021-22 the Council has awarded \$1,500 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2021.

**STAFF RECOMMENDATION:** Approve The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND (Medical Investigation of Neurodevelopmental Disorders) Institute at the University of California, Davis's request for sponsorship.

**ATTACHMENTS(S):** The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND (Medical Investigation of Neurodevelopmental Disorders) Institute at the University of California, Davis's request for sponsorship.

**PREPARED:** Kristie Allensworth      July 16, 2021

June 16, 2021

Kristie Allensworth  
State Council on Developmental Disabilities 1507  
21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811

Dear Ms. Allensworth and the SCDD Review Committee,

The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND (Medical Investigation of Neurodevelopmental Disorders) Institute at the University of California, Davis requests State Council sponsorship for our upcoming **MIND Summer Institute on Neurodevelopmental Disabilities** in the amount of \$999. The event will be held on August 6, 2021 as a virtual webinar event, available to participants for free. We apologize for the delay in our application this year. We had some challenges with scheduling due to COVID-19 restrictions.

Due to the challenges and isolation brought about by the COVID-19 pandemic, this year MIND Summer Institute will focus on issues related to mental health for people with intellectual and developmental disabilities. The program will increase the ability of consumers and family members to exercise control, choice and flexibility as they learn about strategies to support mental health from the perspectives of researchers, self-advocates, family members and providers. Self-advocates and families will gain knowledge to inform their advocacy. In addition, this conference will provide them with a venue to ask pertinent questions about research and practices related to their own needs and to connect with others who may share similar interests and challenges. The program will begin with a presentation by Dr. Judy Reaven entitled *Supporting the Mental Health of Children and Adolescents with Autism Spectrum Disorder and Neurodevelopmental Disabilities; Intervention Updates and School Partnerships* which will describe evidence-based mental health approaches for schools. The event will include two panel discussions. The first will be personal perspectives from self-advocates and family members about navigating mental health services and how to advocate and access appropriate services. The second will include a provider panel sharing tips and strategies to support mental health and wellness.

The program has the following objectives: At the end of the conference, participants will be able to: (1) describe 2 evidence-base approaches to managing mental health symptoms in youth with autism spectrum disorder and neurodevelopmental disorders; (2) describe the core components and steps for implementing the school-based Facing Your Fears program; (3) identify 3 ways that mental health symptoms might be impacted by autism spectrum disorder and neurodevelopmental disorders; (4) discuss strategies for increasing access to mental health treatment for individuals with neurodevelopmental disorders; (5) describe 3 resources and strategies for accessing mental health services and advocating for mental health needs for individuals with neurodevelopmental disorders

Last year Summer Institute was virtual and focused on women on the autism spectrum. More than 1000 people registered for the Zoom event and as many as 13,000 more have been reached through Facebook live and have viewed the recordings.

In past two years we have increased our efforts to include people with disabilities and their families. Last year the event almost doubled attendance by Consumers, Self-advocates and Families to about 40%. We also had strong participation by Educators (about 10%), Allied Health Professionals (about 25%), Physicians and Nurses (about 5%), and Students (about 5%). Our keynote panel will once again include presentations from people with intellectual and developmental disabilities. We expect a similar attendance distribution and anticipate 1000 participants at this year's virtual event with many more viewing the event recording. Satisfaction with the webinar was high with over 90% rating the content as useful or highly useful, that they increased their knowledge of the topic and were satisfied with the training they received.

We are working with event partners including ALTA CA Regional Center and the Warmline Family Resource Center to conduct outreach to increase consumer and family involvement in this event. We will be emailing potential attendees, and the UC Davis MIND Institute will be distributing hard copy collateral.

The cost of the event will be approximately \$15,000. Funding for coordination of this event is provided through in kind support from the CEDD, the UC Davis MIND Institute and our planning committee members who are from ALTA CA Regional Center, SCDD, Warmline, CA Department of Public Health, CA Department of Education and the State SELPA organization. We have also requested a grant from the WITH Foundation for \$4000 for this year's event.

The SCDD grant would go toward offsetting the costs for translation into Spanish and up to two other languages. Please see the attached proposed budget for the event. SCDD sponsored the MIND Summer Institute in 2016, 2017, 2018 and 2020. We have attached supporting information. Please note we are still developing the final brochure and can forward than when it is complete.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Amber Fitzgerald and Kelly Heung  
Conference Coordinators

Contact email: [afitzgerald@ucdavis.edu](mailto:afitzgerald@ucdavis.edu)

#### Attachments

- Attachment (a): Course Budget reflecting SCDD Grant
- Attachment (b): MIND Summer Institute Save the Date
- Attachment (c): Letter of Support, Warmline

Attachment  
(a)

Service	est 2021	SDCC Request
<b>Zoom webinar application software</b>	\$1,050.00	
<b>Speaker Honoraria</b>	\$3,000.00	
1 speaker, 10 panelists, 2 moderators		
<b>Simultaneous interpretation</b>	\$1,200.00	\$999.00
\$400 per lanuguage x 3		
Marketing	\$500.00	\$0.00
<b>Conference Coordination (staffing; IT support and webinar consultation)</b>	\$10,000.00	\$0.00
<b>Total est charges</b>	<b>\$15,750.00</b>	<b>\$999.00</b>



**SAVE THE DATE**

**MIND** Summer Institute on Neurodevelopmental Disabilities

**-VIRTUAL EVENT-**

Registration information coming soon!  
Friday, August 6, 2021, 9:00 AM-1:00 PM  
JOIN US FOR THIS FREE WEBINAR EVENT

For updates, visit [https://health.ucdavis.edu/mindinstitute/events/si\\_event\\_index.html](https://health.ucdavis.edu/mindinstitute/events/si_event_index.html)

Professionals, family members, self advocates and students are  
welcome to attend.

Continuing education units for California Licensed Psychologist,  
LCSW, LMFT, LEP or LPCC may be available for this event.

Attachment  
(c)



**Warmline Family Resource Center**

2791 24th Street, Sacramento, CA 95818

916-455-9500/877-561-7523

[www.warmlinefrc.org/](http://www.warmlinefrc.org/) email: [pam@warmlinefrc.org](mailto:pam@warmlinefrc.org)

RE: MIND Summer Institute Letter of Support

June 18, 2021

To Whom It May Concern:

Warmline Family Resource Center (WLFRC) supports the efforts of the Center in Developmental Disabilities (CEDD) to secure funds to support for the MIND Summer Institute from the California State Council on Developmental Disabilities (SCDD).

We believe that parents and self-advocates need to have access to high quality information that will allow them to exercise control, choice and flexibility in the services and supports they receive and, ultimately, to enhance the service system for children, youth and young adults with disabilities. This Summer Institute will focus on mental health and will include the perspectives of people with disabilities and their families and will provide resources and strategies to support mental health.

WLFRC has had a long and collaborative relationship with the MIND and believe that parents and self-advocates will benefit greatly from attendance at the MIND Summer Institute by providing them with relevant information about policy and practices.

Warmline Family Resource Center supports families with children birth to 26 years old in 26 counties in Northern California. As a US Department of Education, Office of Special Education Programs and California Department of Developmental Services contractor, we offer parents an array of services including peer parent support, education, individual consultation, information and referral to community resources to assist them with increasing their knowledge about early intervention, special education and the systems that support their child with a disability.

Please contact me if you have any questions.

Sincerely,

Pam Chueh, Executive Director

## COUNCIL AGENDA ITEM DETAIL SHEET

**ISSUE:** San Diego Committee on Employment for People with Disabilities (SDCEPD)

**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:** San Diego Committee on Employment for People with Disabilities is requesting a sponsorship for the 22<sup>nd</sup> Annual Jobtoberfest taking place on October 13, 2021. The objective for this event is to connect jobseekers and employers on a virtual platform with as many job options as possible.

Jobtoberfest continues to be the largest Job Fair in San Diego with National Recognition! SDCEPD also supports our community by having quarterly Disability Trainings (DTC). The DTC serve as a resource for employers to education, promote and guide them with any questions, concerns or topics regarding supports in the community on how to best employ an individual with disabilities. Lastly, KSM Scholarship is designed to promote employment opportunities for persons with disabilities through scholarships directly designed to financially support student in post-secondary education. This year they will be offering three scholarships in the amounts up to \$1,000 each scholarship. This will be their 12th year of awarding grants.

During the 21st Jobtoberfest, they had over 400 attendees virtually. Each workshop had about 20 participants attend as well.

SCDD's funds would be utilized to offset applied to the costs of virtual platform, advertisement costs and technology associated with this event.

They were awarded sponsorships in 2018-20. In 2020, they were awarded funding for the costs of facilitating, planning and coordinating.

**COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE:** Goal 2: Employment Californians with I/DD and their families reflecting the diversity of the state will have increased information to obtain competitive, integrated employment (CIE).

**PRIOR COUNCIL ACTIVITY:** Since the beginning of FY 2021-22 the Council has awarded \$1,500 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2021.

**STAFF RECOMMENDATION:** Approve San Diego Committee on Employment for People with Disabilities' request for sponsorship.

**ATTACHMENTS(S):** San Diego Committee on Employment for People with Disabilities' request for sponsorship.

**PREPARED:** Kristie Allensworth      July 16, 2021



March 21, 2021

State of California  
State Council on **Developmental disAbilities**  
3831 N Freeway Blvd #125  
Sacramento, CA 95834

RE: Stipend of \$1,500.00 Request

To whom it may concern:

San Diego Committee on Employment for People with Disabilities (SDCEPD) is a non-profit 501c organization dedicated to promoting employment opportunities for persons with disABILITIES through community action, providing free training to businesses and collaboration with public and private organizations. We accomplish our mission through **Jobtoberfest**, **Disability Training** and **KSM Scholarship**. 2021 marks our 22<sup>nd</sup> year of the largest job fair for People with disABILITIES, held in October during National Disability Employment Awareness Month. This stipend is also written on the day, 3/21/2021 – Down Syndrome Awareness Day.

Jobtoberfest continues to be the largest Job Fair in San Diego with National Recognition! SDCEPD also supports our community by having quarterly Disability Trainings (DTC). The DTC serve as a resource for employers to education, promote and guide them with any questions, concerns or topics regarding supports in the community on how to best employ an individual with disabilities. Lastly, KSM Scholarship is designed to promote employment opportunities for persons with disABILITIES through scholarships directly designed to financially support student in post-secondary education. This year we will be offering three scholarships in the amounts up to \$1,000 each scholarship. This will be out 12<sup>th</sup> year of awarding grants.

COVID has changed out board by enhancing our ability to be flexible and incredibly resourceful in creating opportunities for people with disABILITIES. Using REMO platform, we were able to connect with people from all over California. Have multiple employers engage with different people virtually and have jobseekers feel as if they were on a “level playing field by having the job fair on a virtual platform”.

SDCEPD objectives for 2021 is to connect jobseekers and employers on a virtual platform with as many job options as possible. We will be using REMO platform again with many adaptations including interpreters, closed captioning, screen readers and other accommodating software compatible. We provided 1:1 supports prior to the event for individuals to log on test their computers compatibility with the REMO platform. We also provided training events to learn how to navigate. Many of the jobseekers from last year reported the platform was “similar to using a video game” and “was able to engage with many employers without my physical limits getting in the way.

SDCEPD is requesting for the 2021 Stipend of \$1,500.00 to be applied to the costs of virtual platform, advertisement costs and technology associated with 22<sup>nd</sup> Annual Jobtoberfest. This year Jobtoberfest is slated for Wednesday October 13, 2020. Please see our estimated budget for 2021 enclosed detailing expected expenditures, vendor reservations and sponsorships. In regard to the amount of \$1,500.00 stipend provided by

Charlene Autolino, CEO / Chair  
Amy Vance, Vice Chair ♿ Tiffany Swan, Executive Secretary  
[www.sdjobtoberfest.org](http://www.sdjobtoberfest.org) 619-737-2270



the SCDD we will be using the funds for accessibility to Jobtoberfest. Accessibility is in regard to the purchase of 3 month timeframe of the Remo Virtual Job Fair Platform to build and develop the platform and advertisement with plain language and instructions for jobseekers to register. SDCEPD will be ensuring the highest level of support and instructions for each person accessing the virtual job fair to be successful.

SDCEPD has partnered with such Employers / Resource Agencies as Goodwill of San Diego County, Mental Health System, INC (MHS), Department of Rehabilitation (DOR) and San Diego Regional Center (SDRC) by having individuals on our Executive Board, attending our monthly meetings and/or being sponsors at past Jobtoberfest to ensure individuals with Developmental DisABILITIES are fully supported with education and resources in their communities. We have yet to secure our sponsors for 2020 but we expect great relationships and continued support from our long-time sponsors.

An event that sets Jobtoberfest apart from other job fairs are the specialized workshops we hold. Last year we had two virtual workshops during Jobtoberfest. One was presented by Goodwill named "Acing the Interview" and the afternoon workshop was presented by Dante Allen, "CaLABLE" presentation. SDCEPD believes not only in Employment First Initiatives, Competitive Integrated Employment (CIE) but also financial literacy for individuals with disabilities. SDCEPD believes education is the first avenue to independent choice and flexibility for the Jobseeker to choose their circle of support while seeking employment in CIE setting. These workshops were a great component of our 21<sup>th</sup> annual event. This year we are focusing on working from home as a benefit for people with disABILITIES. We are also researching what other relevant topics.

Jobtoberfest will have very short opening ceremonies that includes the introduction of our board, acknowledgement of our sponsors and presentation of the KSM Scholarships. KSM Scholarships are solely funded by the purchase of a table by an employer or resource provider. Each year we have three scholarships with the amount being up to \$1,000 each.

Our target audience is San Diego County Jobseekers who identify as to have any type of disability who are seeking employment, resources in our community and/or support. In the last several years we have had about 1,500 people attend (at a physical location) with about 10-15% of those people being circle of support individuals. Jobtoberfest is an open event to the public. The SDCEPD does not discriminate to just one population but would rather have an individual employed. During the 21<sup>st</sup> Jobtoberfest we had over 400 attendees virtually. Each workshop had about 20 participants attend as well. With more locations such as libraries, school, one stops and career centers opening back up after their closers due to COVID, jobseekers would be able to use free wifi and technology to access the job fair. Goodwill has computer labs that were considered last year and hopefully an option again this year. Each person who attends Jobtoberfest will then be prompted to complete a survey – hence capturing the overall experience.

Please visit our website [www.sdjobtoberfest.org](http://www.sdjobtoberfest.org) for an up to date list of our sponsors! We are currently in the works of identifying our core sponsors for this year's Jobtoberfest. Our continued support from Department of Rehabilitation, San Diego Regional Center, Goodwill of San Diego and many others.



Throughout the year we are using social media platforms of Facebook, Instagram and LinkedIn to blast out Jobtoberfest information along with other great community jobs and events. In addition, we continue to update our website to be more users friendly, very interactive and informative of current trends happening. For example, we have developed a webpage specific to COVID-19 and resources. You can find anything from financial support, plain language / Social Story explaining COVID, etc.

We have been awarded the following stipends by SCDD:

- 2018 year in the amount of \$999.00
- 2019 year in the amount of \$1,500.00
- 2020 year in the amount of \$1,500.00

SDCEPD would like to thank you for taking the time to review our stipend request. We are honor to have Mary Ellen Stives on our Executive Board and her valuable input each meeting to what is happening with legislation, Employment First Initiatives, continued support regarding COVID and continued knowledge of best practices when working with the developmental disability community.

Sincerely,

Tiffany Swan, MS  
For Charlene Autolino, CEO  
Executive Secretary for SDCEPD

Enclosed:

- Budget for 2021
- Agenda for 2020 Jobtoberfest



<u>Annual Prospective Expenses</u>	<u>Comments</u>
Job Fair Platform: Remo	\$2,400 SDCEPD portion of the shared expense with SDVEC
Zoom	\$300 SDCEPD portion of the shared expense with SDVEC
Liability Insurance	\$1,000
Taxes / Attorney Fees	\$2,000
Printing (Handouts etc)	\$50
3- KSM Scholarships	\$2,000 1- \$1,000; 2- \$500
Executive Board Meeting	\$600 1x/ qtr at \$150
DTC Lunch & Learn	\$2,000 1x/ qtr @ \$500
KSM Scholarship Lunch	\$250 Virtual GC for lunch for each evaluator
Jobtoberfest Give away for Employers, Resources & Volunteers	\$500 Lunch for day of event, 3 gift card raffles
Phone & Microsoft Expense	\$250
Outreach fo People with I/DD	\$650
Misc expenses approved by board	\$250
Techology Hardware and/or Softward	\$500
<b>Total Expenses</b>	<b>\$12,750</b>

<u>Annual Prospective Incoming Funds</u>	<u>Estimate</u>
Sponsorships (average of 5)	\$4,000
For Profit \$200 (@20 tables)	\$4,000
Not-For-Profit \$150 (@15 tables)	\$2,250
Resouces \$100 (@10 tables)	\$1,000
Stipend from SCDD	\$1,500
<b>Total Incoming Funds</b>	<b>\$12,750</b>

<u>Sponsorship Levels</u>
Silver Sponsor @ \$500 each
Gold Sponsor @ \$1,000 each
Platinum Sponsor @ \$2,500 each
Corporate Sponsor @ \$5,000 each
* In-Kind Donation Accepted

---

**AUGUST 17, 2021**

**AGENDA ITEM 8.  
INFORMATION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***SCDD Budget Update***

---

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

***Attachments***

Budget Cover Page  
May Budget Projections  
2020-21 Council Budget  
SFY 2020-21 Statement of Activities



## **SFY 20/21 Budget Update Cover Page**

The package before the Committee includes the budget expenditures through May, 2021. As a reminder, on May 12, 2020, the Council approved the SFY 2020/21 BSG budget.

### **BSG Highlights**

#### **Personal Services**

- We are 17% under budget and expect to finish the year under budget.
- Vacancy rate is up to 19% with 6 of 9 vacancies in the process of being filled.

#### **Operating Expense and Equipment (OE&E)**

- We are 41.5% 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 previous meetings.

#### **Community Development Program Grants (Cycle Grants)**

- Staff is researching the (\$139,165) negative expenditure with Accounting.

#### **Unallocated Funds**

- These reallocation funds are projected to be unspent.

#### **Year End Projection**

- We are currently 27.2% under budget (\$2,045,265) and expect to finish the year well under budget.

### **QA Highlights**

- Personal Services are 20.5% under budget and expect to finish the year under budget.
- OE&E is 56% under budget but this is expected to normalize as the contracted interviewers are paid for the surveys they completed and DSS charges us for its administrative support. We will still finish the year well under budget.

### **CRA/VAS Highlights**

- Personal Services are 23.7% under budget due to the closure of Sonoma and Fairview Developmental Centers and expect to finish the year under budget.
- OE&E is 64.9% under budget for the year also due to the closure of Sonoma and Fairview Developmental Centers.



State Council on Developmental Disabilities

Council Report for FY 20-21

May-21

<b>FEDERAL GRANT (BSG)</b>	<b>Budgeted Base</b>	<b>Current Month Expenditure</b>	<b>YTD Expenditure</b>	<b>Remaining Balance</b>	<b>Remaining Percentage</b>
<b>PERSONAL SERVICES (PS &amp; PB)</b>					
Salaries & Wages w/ Benefits	5,513,000	462,000	4,575,811	937,189	17.0%
<b>OPERATING EXPENSE (OE&amp;E)</b>					
General Expense (Meeting/Conf)	75,000	232	54,616	20,384	27.2%
Printing	45,000	907	9,842	35,158	78.1%
Communications	100,000	12,462	46,005	53,995	54.0%
Postage	20,000	1,694	14,134	5,866	29.3%
Travel-in-State :	335,000	1,779	34,832	300,168	89.6%
Out-of-State Travel	20,000	-	(10)	20,010	100.1%
Training (Tuition and Registration)	25,000	150	16,214	8,786	35.1%
Facilities Operations (Rent)	600,000	37,945	468,572	131,428	21.9%
Facilities Plng/Maint. & Utilities	6,000	536	5,301	699	11.7%
Interdepartmental Services	411,000	2,600	65,898	345,102	84.0%
External Contract Services	75,000	23,000	42,246	32,754	43.7%
Information Technology (Computer, Software)	15,000	695	206,989	(191,989)	-1279.9%
SWCAP	25,000	-	25,000	-	0.0%
Other Items/ Client Services	5,000	22,773	38,450	(33,450)	-669.0%
<b>Subtotal OE&amp;E</b>	<b>1,757,000</b>	<b>566,773</b>	<b>1,028,188</b>	<b>728,911</b>	<b>41.5%</b>
<b>SPECIAL ITEM (PROGRAM 20)</b>	<b>240,000</b>	<b>3,344</b>	<b>(139,165)</b>	<b>379,165</b>	<b>158.0%</b>
<b>UNALLOCATED FUNDS</b>	<b>369,774</b>	<b>-</b>	<b>-</b>	<b>369,774</b>	<b>100.0%</b>
<b>TOTAL</b>	<b>7,510,000</b>	<b>570,117</b>	<b>5,464,834</b>	<b>2,045,265</b>	<b>27.2%</b>

<b>Quality Assessment (QA)</b>	<b>Budgeted Base</b>	<b>Current Month Expenditure</b>	<b>YTD Expenditure</b>	<b>Remaining Balance</b>	<b>Remaining Percentage</b>
<b>PERSONAL SERVICES (PS &amp; PB)</b>					
Salaries & Wages w/ Benefits	2,060,000	156,584	1,637,807	422,193	20.5%
<b>OPERATING EXPENSE (OE&amp;E)</b>					
General Expense (Meeting/Conf)	21,000	-	7,808	13,192	62.8%
Printing	45,000	3,110	9,399	35,601	79.1%
Communications	30,000	1,822	18,653	11,347	37.8%
Postage	23,000	701	4,975	18,025	78.4%
Travel-in-State :	40,000	150	1,512	38,488	96.2%
Training (Tuition and Registration)	3,000	-	-	3,000	100.0%
Facilities Operations (Rent)	255,000	17,940	220,248	34,752	13.6%
Facilities Plng/Maint. & Utilities	2,000	-	3,166	(1,166)	-58.3%
Interdepartmental Services	174,000	-	17,059	156,941	90.2%
External Contract Services	1,000	-	1,722	(722)	-72.2%
Data Processing (Software, Supplies & Misc.)	15,000	18	25,105	(10,105)	-67.4%
Other Items/ Client Services	929,000	71,042	366,361	562,639	60.6%
<b>Subtotal OE&amp;E</b>	<b>1,538,000</b>	<b>94,783</b>	<b>676,008</b>	<b>861,992</b>	<b>56.0%</b>
<b>TOTAL</b>	<b>3,598,000</b>	<b>251,367</b>	<b>2,313,815</b>	<b>1,284,185</b>	<b>35.7%</b>

<b>Clients' Rights Advocates/Volunteer Advocacy Services (CRA/VAS)</b>	<b>Budgeted Base</b>	<b>Current Month Expenditure</b>	<b>YTD Expenditure</b>	<b>Remaining Balance</b>	<b>Remaining Percentage</b>
<b>PERSONAL SERVICES (PS &amp; PB)</b>					
Salaries & Wages w/ Benefits	1,368,000	102,885	1,043,885	324,115	23.7%
<b>OPERATING EXPENSE (OE&amp;E)</b>					
General Expense (Meeting/Conf)	75,000	1,978	3,263	71,737	95.6%
Printing	9,000	702	2,946	6,054	67.3%
Communications	25,000	-	6,400	18,600	74.4%
Postage	14,000	-	374	13,626	97.3%
Travel-in-State :	64,000	-	537	63,463	99.2%
Training (Tuition and Registration)	1,000	-	-	1,000	100.0%
Facilities Operations (Rent)	24,000	5,111	51,825	(27,825)	-115.9%
Interdepartmental Services	134,000	-	3,354	130,646	97.5%
External Contract Services	17,000	-	-	17,000	100.0%
Data Processing (Software, Supplies & Misc.)	18,000	-	14,270	3,730	20.7%
Other Items/ Client Services	91,000	7,460	82,916	8,084	8.9%
<b>Subtotal OE&amp;E</b>	<b>472,000</b>	<b>15,251</b>	<b>179,584</b>	<b>306,115</b>	<b>64.9%</b>
<b>TOTAL</b>	<b>1,840,000</b>	<b>118,136</b>	<b>1,223,469</b>	<b>616,531</b>	<b>33.5%</b>

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

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



## SFY 20/21 EXPENDITURE REPORTS STATEMENT OF ACTIVITIES AND PROJECTIONS THROUGH MAY 2021

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-May 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 8% of the SFY remaining, total expenditures of \$5,464,834 reflect a remaining balance of \$2,045,265 (27.2%).

- Personal Services: With 8% of the SFY remaining, total expenditures of \$4,575,811 reflect a remaining balance of \$937,189 (17.0%). The vacancy rate is 19%. There are two vacancies in headquarters (Business Service Analyst and Personnel Analyst) and seven vacancies in the field (one Staff Service Manager, three Community Program Specialists and three 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 were 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 8% of the SFY remaining, total expenditures of \$1,028,188 reflect a remaining balance of \$728,911 (41.5%). 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. We could see a \$300,000 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 Interdepartmental Services line item is underspent mainly due to the late processing by DSS of our administrative services support contract. We expect \$200,000 will be charged before the year-end report is issued. The data processing line item is over budget due to the delayed posting of IT infrastructure purchases from SFY 19/20 and a change in expense coding that moved expenses from Interdepartmental Services to the Information Technology line item. Staff projects a savings of \$500,000 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 8% of the SFY remaining, total expenditures of (\$139,165) reflect a remaining balance of \$379,165 (158.0%). Staff has been unable to identify the cause with DSS Accounting of the large amount of posted credits. We will continue to work on it. The Council approved \$90,000 in Cycle 43 grants in July 2020 and approved \$150,000 be redirected to fund one-time projects (Online Training Portal and Online Regional Center Service Code Directory).

- Unallocated: There is an unallocated line item of \$369,774 due to reallocation award received in August 2020. Staff projects this line item will not be expended.

### **SFY 20/21 Quality Assessment (QA) Reimbursements from DDS**

Total QA dollars available are \$3,598,000. With 8% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of \$1,284,185 (35.7%).

- Personal Services: With 8% of the SFY remaining, total expenditures of \$1,637,807 reflect a remaining balance of \$422,193 (20.5%). The vacancy rate is 21% consisting of four vacancies (three Community Program Specialists and one Office Technician). These vacancies are not negatively impacting SCDD's ability to meet the QA contract deliverables. Staff projects a savings of approximately \$200,000 (10%) due to the 9.23% reduction of staff salaries caused by the COVID-19 pandemic. The vacancy rate is expected to finish the year at 21%.
- OE&E: With 8% of the SFY remaining, total expenditures of \$676,008 reflects a remaining balance of \$861,992 (56.0%). The largest savings are occurring in the Other Items/Client Services (39.4% spent) and Interdepartmental Services (9.8% spent) line items. These savings are due to delays in posting QA paid interviewer stipends to complete the required surveys. The Interdepartmental Services line item is underspent mainly due to the late processing by DSS of our administrative services support contract. We expect \$100,000 will be charged before the year-end report is issued. 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 8% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of \$616,531 (33.5%).

- Personal Services: With 8% of the SFY remaining, total expenditures of \$1,043,885 reflects a remaining balance of \$324,115 (23.7%). The vacancy rate is 30% 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 8% of the SFY remaining, total expenditures of \$179,584 reflects a remaining balance of \$306,115 (64.9%). 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. The Interdepartmental Services line item is underspent mainly due to the late processing by DSS of our administrative services support contract. We expect \$90,000 will be charged before the year-end report is issued. 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.



---

**AUGUST 17, 2021**

**AGENDA ITEM 9.  
INFORMATION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Executive Director Report***

---

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

***Attachments***

None

---

**AUGUST 17, 2021**

**AGENDA ITEM 10.  
INFORMATION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***EXECUTIVE DIRECTOR EVALUATION***

---

Committee Chair Lee Bycel and Deputy Director Douglas Sale will provide an update on the action that was taken at the June 24<sup>th</sup> meeting to streamline the evaluation process

***Attachments:***

None

---

**AUGUST 17, 2021**

**AGENDA ITEM 11.  
INFORMATION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Understanding & Addressing Councilmember Needs as COVID Continues***

Committee Chair Lee Bycel will lead a discussion targeted at understanding and addressing unique needs of Councilmembers as COVID continues.

***Attachments***

None

---

**AUGUST 17, 2021**

**AGENDA ITEM 12.  
INFORMATION ITEM**

**EXECUTIVE COMMITTEE  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

***Next Meeting Date and Adjournment***

---

The next meeting of the Executive Committee will be on October