



Administrative Committee Meeting Minutes May 30, 2024

Attending Members

Harold Fujita
Julio Garnica
Julie Neward

Members Absent

None

Others Attending

Aaron Carruthers
Beth Hurn
Brian Weisel
Ken DaRosa
Rihana Ahmad
Robin Maitino-Erben
Yaritza Sanchez

1. **CALL TO ORDER**

Committee Chair Harold Fujita (FA) called the meeting to order at 11:07 AM.

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. **APPROVAL OF THE FEBRUARY 2024 MINUTES**

It was moved/seconded (Neward [FA]/ Garnica [SA]) to approve the February 16, 2024, meeting minutes as presented. (Unanimous – see page one for a list of members in attendance.)

Legend:

SA = Self-Advocate
FA = Family Advocate

6. REVIEW UPDATES TO COUNCILMEMBER ADMINISTRATIVE POLICIES

Executive Director Aaron Carruthers presented proposed changes to Councilmember Administrative Policies. Proposed changes, along with committee edits are listed below;

1-110 Councilmember Committee Staff Communication

- This policy was updated to reference statutory authority and to clarify the intent of the policy.

1-115 Councilmember & Travel Coordinator Communications

- Staff recommended removal of this policy because it was no longer necessary/applicable.

1-120 Legal Consultation

- Updated to clarify the procedure for requesting legal advice and the role of SCDD legal Counsel.
- Committee members requested that staff edit paragraph 3 to state “The primary client is the Council itself, together with the department, not any one Council member or chairperson...”

1-140 strictions on Political Activities

- Grammatical changes were made.

1-240 Professional Conduct

- Updated to apply to volunteers serving on advisory committees and to add and define the term “unethical conduct.”
- Committee members directed staff to capitalize the word “state” throughout the document.

1-420 Honorarium

- Updated to reflect a change in the number of hours that qualify members for payment for a full day of participation and to state that SCDD staff is responsible for recording Councilmember attendance at qualifying events.

1-430 Policy for Conference Attendance by Councilmembers

- Changed the total annual funds available for Councilmember conference attendance from \$30,000 to \$20,000.

1-440 Travel and Expense Advances

- Updated to clarify requirements for clearing outstanding travel advances and requesting funds to cover multiple meetings.

Legend:

SA = Self-Advocate
FA = Family Advocate

- Committee members asked that staff bold and underline “10 calendar days” throughout the document.

1-450 Travel Planning and Reimbursement

- Updated to reflect state-level policy changes to meal and mileage reimbursement rates, vehicle rental rates, and reimbursement for tips related to meals and transportation.
- Changes were made to allow the submission of digital receipts for reimbursement claims.
- “Travel Coordinator” was changed to “Business Operations and Logistics Analyst” throughout the document.

1-460 Travel Out of State

- Updated to reflect changes in statewide policy that lifted a ban on travel to specific states.
- Committee members asked that staff hyphenate “out-of-state.”

1-510 Facilitation Attendant Services

- Updated to apply to Statewide Self-Advocacy Network members and Regional Advisory Committee members.
- Facilitator and Attendant pay rates were updated to reflect changes approved by the Council.
- Plain language and gender-neutral language changes were made throughout.
- Committee members made changes to shorten the length of the titles of the policy attachments.

1-630 Tablet Usage

- Updated to reflect changes to the purpose of the policy, as the Council now issues tablets on an as-needed basis.
- Committee members requested that “iPads” be changed to “tablets” throughout the document and that the tablet request form includes verification that the member understands that there is no expectation of privacy when using SCDD issued tablets.

1-640 Virtual Meetings Policy

- This policy was created to reflect how the Council is currently operating using virtual meeting platforms to conduct public meetings.
- Committee members asked that we do not reference any specific virtual meeting platforms.

It was moved/seconded (Neward [FA]/ Garnica [SA]) to recommend approval of the updated policies to the Executive Committee, as

amended. (Unanimous – see page one for a list of members in attendance.)

7. **ADJOURNMENT**

The meeting was adjourned at 12:35 PM.