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STATEWIDE SELF ADVOCACY NETWORK MEETING INFORMATION



DATE: Tuesday, December 13, 2022 and Thursday, December 15, 2022



TIME: Tuesday, December 13, 2022 10:00 AM – 3:00 PM
Thursday, December 15, 2022 10:00 AM – 3:00 PM

This is a teleconference and zoom meeting only. There is no physical location being made available to the public per Government Code Section 11133. 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 DETAILS:

ZOOM LINK:

<https://bit.ly/SSANDec2022>

MEETING ID: 889 6996 7310

PASSCODE: 119024

TELECONFERENCE:

CALL IN NUMBER: (888) 475-4499

MEETING ID: 889 6996 7310

PASSCODE: 119024

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AGENDA FOR DAY 1

December 13, 2022

10:00 AM – 3:00 PM

1. Call to Order, Welcome, and Introductions/Member Report

Presented by: Desiree Boykin, Chairperson, Paul Mansell, Vice-Chairperson, and Robert Levy, Secretary



2. Public Comment

Public comment is welcome. Comment on agenda items is taken as they are discussed.



3. Review and Approval of September 2022 Minutes

Presented by: Desiree Boykin, Chairperson

ACTION



4. Updates from the SSAN Chair

Presented by: Desiree Boykin, Chairperson

Information



5. SCDD Update

Presented by: Aaron Carruthers, SCDD Executive Director

Information



Break



6. SSAN Workgroup Updates

Presented by: SSAN Workgroup Chairs
Information



7. SSAN MOU Review

Presented by: Rihana Ahmad, SCDD Manager – State Plan
and Self-Advocacy
Discussion



8. Update SSAN Employment First PP

Presented by: Rebecca Donabed, SSAN Employment
Workgroup Chair and Sequoia Regional SSAN Representative
ACTION ITEM



9. Remembering Loved Ones

Presented by: Desiree Boykin, SSAN Chair and ARCA
Representative
Information



10. SSAN Officers Nominations

Presented by: ALL
Information



11. Reflecting on the Day and Recess

Presented by: Desiree Boykin, Chairperson
Information





AGENDA FOR DAY 2

December 15, 2022

10:00 AM – 3:00 PM

1. Call to Order, Welcome and Introductions

Presented by:

- Desiree Boykin, Chairperson
- Paul Mansell, Vice-Chairperson
- Robert Levy, Secretary



2. Public Comment

Public comment is welcome. Comment on agenda items is taken as they are discussed.



3. Bagley Keene Act Training

Presented by: Brian Weisel, SCDD Legal Counsel



4. Approval of 2021-2022 SSAN Annual Report

Presented by: SSAN Officers

ACTION



Break



5. Approval of December 2022 SSAN Newsletter

Presented by: Robert Levy, Newsletter Workgroup Chair

ACTION



6. SSAN Elections
ALL
ACTION



7. Planning for March 2023 Meeting
ALL



8. Adjournment

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DECEMBER 13, 2022

SSAN MEETING DAY 1 AGENDA ITEM 3

ACTION ITEM

Statewide Self-Advocacy Network

Approval of September 2022 Minutes



Attachments

- September 2022 Minutes

Recommended Action

Approve the September 2022 SSAN Meeting Minutes

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Statewide Self-Advocacy Network Meeting Minutes September 7 & 8, 2022 Zoom

SCDD Regional Members Present

Nathan Florez – North Coast
Charles Nutt – North State
Lisa Cooley – Sacramento (Day 1)
Ellen Sweigert – North Bay
Regina Woodliff – Bay Area
Robert Balderama – North Valley Hills
David Forderer – Central Coast
Rebecca Donabed – Sequoia
Sean Sullivan – Orange County
Julie Gaona – Los Angeles
Eric Aguilar – San Bernardino
Paul Mansell – San Diego–Imperial

Agency Members Present

Scott Barron – DRC
Nicole Patterson – DDS
Desiree Boykin – ARCA
Robert Levy – UCD MIND Institute
Wesley Witherspoon – USC CHLA

Members Not Present

Maria Marquez – SCDD
Vacant – CFILC
Kecia Weller – UCLA Tarjan Center

SCDD Staff in Attendance

Rihana Ahmad – SCDD HQ
Aaron Carruthers – SCDD HQ
Anne De Medeiros –
SCDD Sacramento
Dena Hernandez –
SCDD North Valley Hills
Beth Hurn – SCDD HQ
Charles Nguyen – SCDD HQ
Tina Reszler – SCDD North State
Yaritza Sanchez – SCDD HQ
Victoria Schlussler – SCDD HQ
Tobias Weare – SCDD North Bay

Presenters

Dante Allen
Katie Hornberger
Jessica Riestra
Suzy Requarth

Others Present

Katie Gallagher
Justin Hole
Alex Phuong
Alec Pare
Sandra Van Scotter



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SSAN Minutes

1. Call to Order, Welcome and Introductions

SSAN Chairperson Desiree Boykin, ARCA Representative, called the meeting to order at 10:18 AM.

Members introduced themselves and the region or agency that they represent and gave updates on their advocacy activities.

2. Public Comment

There was no public comment.

3. Review and Approval of June 2022 Minutes

The members reviewed the minutes from the June 29 & 30, 2022 meeting. Materials for this agenda item can be found on pages 9-16 of the September 2022 SSAN Meeting Packet.

ACTION: Motion #1 to approve the March 2022 minutes was made by David Forderer/Seconded by Rebecca Donabed. A roll call vote was taken. Motion passed. See vote log on page 7.

4. Updates from SSAN Chair

SSAN Chairperson Desiree Boykin reminded SSAN members that the SSAN elections will happen in December and encouraged members to think about if they wanted to run for an office, what position they would want to run for, and how they can help support SSAN to grow. Members were also encouraged to stay indoors if it is too hot outside, exercise in the morning when it is not so hot, drink water and look up local resources like cooling stations and food pantries.



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5. SCDD Update

SCDD Executive Director Aaron Carruthers provided SSAN members with an update on SCDD activities since the June SSAN meeting. Executive Director Carruthers updated members on the Council's legislative work and continued efforts to increase access to vaccines, test-kits and COVID-19 related information. Executive Director Carruthers listened to members' concerns about the accessibility of and resources for the Self-Determination Program and members discussed the ongoing struggle of coping with loss and isolation during the pandemic.

6. SCDD Website Feedback

SCDD Manager of State Plan and Self-Advocacy, Rihana Ahmad asked members for feedback on the accessibility of the SCDD website, including the layout, design, types of information (content), and resources that should be hosted on the self-advocacy related pages.

Members suggested that there be less information on the main page, utilize more navigation buttons to specific pages, and that Self-Determination have its own tab/page. Members thought that information about the SSAN mission statement, vision statement, officer roles, workgroups and bios of officers should be included on the SSAN webpage. Members also suggested that there be greater differentiation between tabs (like different colors or lines).

7. SSAN Workgroups

The SSAN Workgroups chairs provided updates on current and future projects. The following workgroups provided updates:

- Legislative and Civic Engagement
- Employment
- Newsletter and Communications
- Self—Determination and Youth Engagement



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8. Introduction to Self-Determination Ombudsperson

Suzy Reqarth, newly appointed Self-Determination Ombudsperson and Katie Hornberger, the former Acting Self-Determination Ombudsperson provided members with information on the Office of the Self-Determination Ombudsperson and their role of facilitating solutions to disagreements between regional centers, individuals, and families.

This item covered how to measure success of the Self-Determination Program, as well as ongoing challenges of finding Financial Management Systems (FMS) and Independent Facilitators. The Department of Developmental Services (DDS) is working with regional centers to address systemic issues.

9. CalABLE: Saving for Your Future

Dante Allen, CalABLE Executive Director provided members with an overview of California's Achieving Better Life Experience (CalABLE) program.

10. Recess Until Next Day

SSAN Chairperson Desiree Boykin declared the meeting in recess at 3:01 PM. The September 2022 SSAN meeting will return from recess at 10:00 AM Thursday, September 8, 2022.



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SSAN DAY 2 Minutes

1. Call to Order, Welcome, Roll Call and Introductions

SSAN Chairperson, Desiree Boykin, ARCA Representative, called the meeting to order at 10:07 A.M.

Members introduced themselves, what region or organization they represent and shared one thing they would like people to know about living with a disability.

2. Public Comment

SSAN member Julie Goana encouraged members to vote in the upcoming November 2022 election.

3. UC Davis MIND Institute Grant Project

Steve Ruder, Transition Through Adulthood Projects Coordinator at the UC Davis MIND Institute Center for Excellence in Developmental Disabilities (CEDD) and Robert Levy, CEDD Community Advocate, provided members with an update on UC Davis MIND Institute's ongoing project to develop best practices for researchers when partnering with people with disabilities to collect data on accessing medical services and encouraged members to get more involved with the project.

4. Choosing Your Style of Advocacy

Jessica Riestra, California Foundation for Independent Living Centers (CFILC) Youth Organizer presented on the different tools for advocacy and how advocates can choose their advocacy style.

5. Your Vote: Your Voice

Wesley Witherspoon, Consumer Advocate at the USC UCEDD Children's Hospital in Los Angeles and USC SSAN Representative talked about the importance of voting. This presentation talked about the different ways to vote, how to learn about the issues and candidates on your ballot, finding your polling location, and requesting accommodations.



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6. Approval of September 2022 SSAN Newsletter

SSAN Secretary and Newsletter and Communications Workgroup Chair, Robert Levy reviewed the DRAFT September 2022 Voices of SSAN Newsletter. Secretary Levy called for a motion to approve the September 2022 Edition.

Materials for this agenda item can be found on pages 45-55 of the September 2022 SSAN Meeting Packet.

ACTION: Motion #2 to approve the September 2022 Newsletter as presented was made by Rebecca Donabed/Seconded by Wesley Witherspoon. Motion passed. See vote log on page 7.

7. The Importance of Individual Stories in the Disability Movement

Scott Barron, Peer Advocate for Disability Rights California (DRC) and Ibrahim “Bebo” Saab, Supervising Attorney for Outreach at Disability Rights California (DRC) provided a presentation about the importance of individual stories within the disability movement.

8. Planning for December 2022 Meeting

SSAN members brainstormed topics/presentations for the December 2022 meeting. Suggested presentation topics included:

- History of Disability Movement
- History of SSAN
- SSAN Elections
- SSAN Annual Report
- Citrus Heights PD Volunteer
- Getting Rid of the R Word (National day March 2)
- Grief
- SSAN Bylaws/MOU
- How to have good health care
- International Disability Awareness

9. Adjournment

Meeting was adjourned at 3:00 P.M. The next SSAN meeting is scheduled for December 14-15, 2022 over Zoom.



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SEPTEMBER 2022 SSAN VOTE TALLY

Name	Region	Roll Call	Motion 1	Day 2 Roll Call	Motion 2
Maria Marquez	SCDD	Not Present	Not Present	Not Present	Not Present
Nathaniel Florez	North Coast	Not Present	Not Present	Not Present	Not Present
Charles Nutt	North State	Present	For	Not Present	Not Present
Lisa Cooley	Sacramento	Present	For	Present	For
Ellen Sweigert	North Bay	Present	For	Present	For
Regina Woodliff	Bay Area	Not Present	Not Present	Not Present	Not Present
Robert Balderama	North Valley Hills	Present	For	Present	For
David Forderer	Central Coast	Present	For	Present	For
Rebecca Donabed	Sequoia	Present	For	Present	For
Julie Gaona	Los Angeles	Present	For	Present	For
Sean Sullivan	Orange County	Present	Not Present	Not Present	Not Present
Eric Aguilar	San Bernardino	Present	For	Present	For
Paul Mansell	San Diego	Present	For	Present	For
Desiree Boykin	ARCA	Present	For	Present	For
Vacant	CFILC	Vacant	Vacant	Vacant	Vacant
Nicole Patterson	DDS	Present	For	Present	For
Scott Barron	DRC	Present	For	Present	For
Wesley Witherspoon	USC – CHLA	Present	For	Present	For
Kecia Weller	Trajan Center	Not Present	Not Present	Not Present	Not Present
Robert Levy	Mind Institute	Present	For	Present	For

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DECEMBER 13, 2022

**SSAN MEETING DAY 1 AGENDA ITEM 4
INFORMATION ITEM**

Statewide Self-Advocacy Network



Updates from the SSAN Chair

The SSAN Chair would like to welcome everyone to the December 2022 Meeting and will take a moment to provide a verbal update to SSAN members.

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DECEMBER 13, 2022

**SSAN MEETING DAY 1 AGENDA ITEM 5
INFORMATION ITEM**



Statewide Self-Advocacy Network

SCDD Update

Since the September 2022 SSAN meeting, the State of California, the United States of America, and countries around the world continue to face challenges in accessing resources needed to address the public health and safety challenges like COVID–19, along with natural disasters and social concerns. SCDD continues to work with statewide and local partners to advocate for the inclusion of people with I/DD in planning and response efforts. SCDD Executive Director Aaron Carruthers will update SSAN members on Council activity related to meeting the needs of Californians with I/DD during these challenging and unique times.

Possible Handouts

- Council Meeting Summary
- SCDD Sponsored Legislation Update

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DECEMBER 13, 2022

SSAN MEETING DAY 1 AGENDA ITEM 6
INFORMATION ITEM

Statewide Self-Advocacy Network



SSAN Workgroup Updates

Since the September SSAN meeting, the SSAN workgroups discussed current, ongoing, and future projects over Zoom. The following SSAN workgroups will provide brief updates to the full SSAN:

- Employment
 - Chair: Rebecca Donabed
- Legislative and Civic Engagement
 - Chair: Paul Mansell
- Self-Determination
 - Chair: Nicole Patterson
- Newsletter
 - Chair: Robert Levy
- Youth Engagement
 - Chair: Nicole Patterson

Attachments

- SSAN Workgroup Descriptions
- SSAN Workgroup Roster
- SSAN Workgroup Meeting Times

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SSAN Workgroup Purpose, Goals, and Measurable Objectives



SSAN OPERATIONS WORKGROUP

Purpose: The SSAN Operations Workgroup includes the SSAN Officers, along with the Chairs of the Employment, Self-Determination and Youth Workgroup Chairs. The Operations Workgroup is responsible for planning and setting the agenda for each Full SSAN meeting, review and approve recommendations relating to SSAN membership, and recommendations relating to changes to the SSAN Bylaws.

Goal: To increase participation and awareness of SSAN meetings, general operations concerns and resolve issues relating to membership.

Measurable Objective: SSAN Operation Workgroup will work together to review SSAN Operating processes which include the responsibilities previously held by the Officers, Bylaws and Membership Workgroups:

- Plan SSAN Meetings
- Review Membership
- Review Marketing Materials
- Review Membership Process
- Review SSAN By-laws



SSAN EMPLOYMENT WORKGROUP

Purpose: The Employment workgroup will educate the community about the rights of people with disabilities and their ability to become contributing members of society by having competitive integrated employment.

Goal: To increase opportunities for people with disabilities to participate in competitive integrated employment. Increase access to resources available to support people with disabilities in the workforce.

Measurable Objective: Members of the SSAN Employment Workgroup will:

- Work with the SCDD Employment First Committee (EFC) and other groups/organizations advocating for access to competitive integrated employment (CIE) to provide feedback on the Employment First materials.
- Members of the workgroup will conduct outreach to individuals and groups to inform them about achieving gainful employment of the cross-disability community, (outreach includes passing out fliers, doing presentations, hosting informational webinars).

SSAN SELF-DETERMINATION WORKGROUP

Purpose: The SSAN Self-Determination Workgroup works to increase the number of people in all catchment areas that know about self-determination.

Goal: To increase self-advocates and their families, and the community's awareness of self-determination.

Measurable Objective: SSAN members will reach out in their communities to at least 3 individual groups per quarter to inform them about the new self-determination law.

- By providing individual information about self-determination
- By providing information by Power Point to different groups
- To identify groups that may benefit from a self-determination presentation
- Develop a tool to monitor how well the information is getting out to the community.



SSAN YOUTH ENGAGEMENT WORKGROUP

Purpose: The SSAN Youth Engagement Workgroup will work to increase awareness of youth with disabilities in California of the Self-Advocacy Movement and work to engage youth with disabilities in California in SSAN activities.

Goal: Create opportunities for cross generational interactions and include youth in the Self-Advocacy Movement.

Measurable Objective: Create a survey to distribute to youth groups on best practices for engaging, interacting with, and including youth in self-advocacy related activities.



SSAN LEGISLATION and CIVIC ENGAGEMENT WORKGROUP

Purpose: The Legislative and Civic Engagement workgroup is committed to informing and educating our partners and communities on statewide legislation that SCDD has taken a position on and matches SSAN priorities.

Goal: Increase the community's awareness of and engagement with SSAN supported parts of the State Council on Developmental Disabilities' legislative platform and priorities.

Measurable Objective: Develop materials that will increase the community's awareness and knowledge about bills and the California State Legislative Calendar.

Examples include:

- How to Engage with the Legislative Process Training
- Draft Letters of Support
- Understanding the Legislative Calendar
- Submitting "There Should be a Law" Recommendation to SCDD.

SSAN NEWSLETTER/COMMUNICATION WORKGROUP

Purpose: The Newsletter/Communication workgroup will highlight SSAN activities and upcoming conferences/events to communicate what SSAN is doing and how they are connected in the community.

Goal: Increase the community's awareness of how SSAN is promoting the self-advocacy movement within the state of California.

Measurable Objective: The Newsletter/ Communication workgroup will produce 4 newsletters highlighting SSAN's advocacy work throughout California. The Newsletter/Communications workgroup will try to ensure that future editions are in accessible formats.

2022 Workgroup Assignments and Zoom Meeting Info

Operations
Desiree Boykin*
Paul Mansell
Robert Levy
Nicole Patterson
Rebecca Donabed

Employment
Rebecca Donabed*
Lisa Cooley
Wesley Witherspoon
Nicole Patterson
Ellen Sweigert

Legislative and Civic Engagement
Paul Mansell*
Robert Balderama
David Forderer
Julie Gaona
Maria Marquez

Newsletter
Robert Levy*
Desiree Boykin
Kecia Weller
Regina Woodliff
Sean Sullivan

Self-Determination
Nicole Patterson*
Julie Goana
Paul Mansell
Maria Marquez
Robert Balderama

Youth Engagement
Nicole Patterson*
Desiree Boykin
Nathaniel Florez
Kecia Weller
Regina Woodliff
Ellen Sweigert

2022 Workgroup Assignments and Zoom Meeting Info

Workgroup	Meeting Date	Meeting Time	Zoom Info
Operations	Every Other Thursday	11:00 AM or 1:30 PM	https://bit.ly/SSAN_Operations
Employment	Third Friday of the Month	12:00 PM	https://bit.ly/SSAN_Employment
Legislative and Civic Engagement	Second Friday of the Month	11:00 AM	http://bit.ly/SSAN_Legislative
Newsletter and Communications	As Needed	As Needed	None
Self-Determination	Third Friday of the Month	10:00 AM	https://bit.ly/SSAN_SelfDetermination
Youth Engagement	Second Tuesday of the Month	10:00 AM	https://bit.ly/SSAN_YouthEngagement

DECEMBER 13, 2022

**SSAN MEETING DAY 1 AGENDA ITEM 7
INFORMATION ITEM**



Statewide Self-Advocacy Network

SSAN MOU Review

SSAN is a self-advocacy group supported by the State Council on Developmental Disabilities (SCDD). In order to clarify the working relationship between the two groups, the Memorandum of Understanding (MOU) between SSAN and SCDD was created/signed in 2017 and later updated in 2020. The document will need to be signed again in 2023. In preparation for the vote on the updated document, Rihana Ahmad, SCDD Manager of State Plan and Self-Advocacy will review the proposed changes to the members for their consideration.

Presenter

Rihana Ahmad, SCDD Manager of State Plan and Self-Advocacy

Attachments

- 2020 Signed UPDATED MOU between SSAN and SCDD
- MOU between SSAN and SCDD with 2022 suggested updates

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Memorandum of Understanding

Between

The Statewide Self Advocacy Network (SSAN)

and

The State Council on Developmental Disabilities (SCDD).

This Memorandum of Understanding (MOU) defines the relationship between the Statewide Self Advocacy Network (SSAN) and the State Council on Developmental Disabilities (SCDD). The purpose of this MOU is to clarify the roles, responsibilities and expectations of both groups in order to facilitate a working relationship which benefits both parties.

1. MOU Background

- 1.1. The following document is a reflection of efforts by both SSAN and SCDD to define their roles and responsibilities.
- 1.2. SSAN established an MOU workgroup at their March 2015 meeting to express their ideas during the MOU process. Members of SSAN were identified to participate in the MOU drafting process in order to ensure that the voices of self-advocates were reflected in the MOU. This resulted in a SSAN DRAFT MOU presented at the June 2016 SSAN meeting and was given to SCDD for consideration.

2. Mission of SCDD and SSAN

SCDD Mission

- 2.1. The mission of SCDD is to advocate, promote, and implement policies and practices that achieve self-determination, independence, productivity and inclusion in

all aspects of community life for Californians with intellectual/developmental disabilities (I/DD) and their families.

- 2.1.1.** To carry out its mission regarding self-advocacy, SCDD has adopted Goal 1 of its State Plan, which states Californians with I/DD and their families reflecting the diversity of the state will have increased information and supports to advocate for civil and service rights to achieve self-determination, integration and inclusion in all areas of community life.

SSAN Mission

- 2.2.** The mission of SSAN, a project of SCDD, is to promote leadership and build bridges that strengthen advocacy among disability communities by focusing on policy change.

- 2.2.1.** SSAN exists to encourage people with disabilities to organize and create change for good. The goal is for SSAN members to further and strengthen their skills as advocates and to share their knowledge and skills with their communities and elected officials. As a cross-disability network, SSAN connects individual members with organizations and leaders across the state of California in order to advance the self-advocacy movement. It is the goal of SSAN to provide members with the resources, knowledge and tools that will empower them to become effective, informed leaders within their communities across the state, so that they may train others.

- 2.2.2.** SSAN is dedicated to demonstrating that Californians with disabilities are strong, independent and make

enhanced contributions to society. Through collaborating with other advocacy organizations and disability communities, SSAN wants to support, develop and strengthen self-advocacy throughout California and local regions.

- 2.2.3.** SSAN recognizes that in order to have the most impact in systems change advocacy, they will be a cross disability training network.

3. Guiding Principles

- 3.1.** SCDD is committed to supporting policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with I/DD, other disabilities, and their families. SCDD supports the effort of SSAN members, helping them to advocate, promote and implement SSAN's work, as it aligns with Goal 1 and Objective 2 of the SCDD State Plan and the mission of the State Council.
- 3.2.** The SCDD supports the efforts of SSAN members and assists them in advocating, promoting and implementing their goals so long as they align with the SCDD State Plan (especially Goal 1) or the mission of the Council. SCDD and SSAN recognize the importance of the following principles:
- 3.3.** SCDD has open communication with SSAN and its members.
- 3.4.** SCDD respects all SSAN members as qualified individuals to consider all matters before the SSAN, including policy positions and discussions, decision making processes and SSAN actions.

- 3.5. SSAN respects the SCDD Self-Advocacy Coordinator and in return, the Self-Advocacy Coordinator respects SSAN members.
- 3.6. Goal 1 of the SCDD State Plan affirms SCDD's commitment to supporting self-advocacy.
- 3.7. SCDD promotes self-advocates in leadership roles in SSAN by providing them with the knowledge, skills, and training necessary to train other self-advocates to become leaders in their communities and across the state.
- 3.8. SSAN members will be leaders in their communities and advocate for people with disabilities.
- 3.9. SSAN members will conduct themselves in a professional manner at all times, adhering to all laws and rules of the State of California.

4. ROLES AND RESPONSIBILITIES OF SCDD AND SSAN

4.1. SCDD Responsibility Regarding SSAN Membership:

- 4.1.1. SCDD will recognize that SSAN membership has been established by the SSAN Bylaws and consists of (1) SCDD Regional Representatives and (2) representatives from organizations that serve and advocate for those within the disability community. As a cross-disability training network, SSAN leadership and no less than 50% of its members will be individuals with I/DD.
- 4.1.2. SCDD will assist SSAN in the recruitment process of the SSAN SCDD Regional Representative. An SCDD Regional Representative to SSAN is defined as a self-

advocate within one of the 12 SCDD regional offices' geographic areas. Each of the SCDD Regional Offices will facilitate the selection process of one (1) Regional Representative from their local I/DD community within the Regional Office's area. While each SCDD Regional Office tailors a set selection criterion to address the specific needs of their area, successful candidates for SSAN membership will possess leadership skills and be actively involved in their community. SCDD Regional Offices will review their Regional Representative choice every four years and make a recommendation to SSAN leadership.

4.2. SCDD General Responsibilities:

- 4.2.1.** SCDD will work with SSAN in the following areas, but not limited to: to develop and give training to self-advocates and those who want to become trainers and/or leaders about: self-advocacy, self-determination, person-centered planning and/or leadership. SSAN members will train other self-advocates in California and report to SCDD on the number of trainings and presentations that were given and how many people attended. SCDD will work with SSAN on a pre/post-test and satisfaction survey for trainings.
- 4.2.2.** The SCDD Self-Advocacy Coordinator will act as the main contact person between SSAN and SCDD staff. The Self-Advocacy Coordinator will provide support¹

¹ Support refers to giving help or assistance to self-advocates of SSAN as they seek to become better advocates.

and guidance in order to help SSAN achieve their goals.

- 4.2.3.** The SCDD Self Advocacy Coordinator will maintain communication with all SSAN members and work with SSAN leadership to review communication materials, including meeting agendas, meeting minutes, Chair updates, newsletter publications and quarterly meeting packets.
- 4.2.4.** The SCDD Executive Director will give final approval prior to the distribution and online posting of quarterly meeting packets. The Executive Director will also review any other materials that may have potential impact on SCDD. The Executive Director will provide feedback in a timely manner, allowing time for any changes to be made, if any.
- 4.2.5.** SCDD Regional Managers (or regional office CPSIs) will provide support² to their Region's SSAN Representative upon request as long as the request is reasonable. There will be one (1) SCDD Staff who provides direct support³ during SSAN quarterly meetings and assists in SSAN operations.
- 4.2.6.** At the request of SSAN, SCDD can provide training and support⁴ to the SSAN as a whole and its individual members on topics relevant to the independent living movement, self-advocacy, and

² Support refers to providing SSAN members in their region with the tools and resources needed to be leaders in their community.

³ Refers to the regional manager who is assigned to assist the Self-Advocacy Coordinator with overseeing SSAN. Regional managers may provide logistical and technical support such as note taking and recording minutes during SSAN meetings.

⁴ Refers to resources and professional development.

leadership skills; so long as it reflects the mission, vision and purpose of SCDD and the SSAN vision statement and financial support is available.

- 4.2.7.** SCDD will approve each SSAN quarterly meeting based on an agenda approved by the SSAN leadership. If the projected cost for an agenda item is beyond the SCDD budget limits, SCDD will inform SSAN leadership at least 14 days before the next SSAN meeting.

- 4.2.7.1.** The SSAN leadership and members must submit any requests or changes to the SSAN meeting that may require additional funding at least 30 days before the next SSAN meeting.

- 4.2.8.** SCDD will provide logistical support⁵, such as scheduling and teleconference lines for SSAN work groups and leadership meetings between SSAN's quarterly in person meetings.

- 4.2.9.** SCDD reserves the right to set the budget for training and meeting expenses for SSAN.

- 4.2.9.1.** SCDD will inform SSAN leadership of the SSAN budget.

- 4.2.9.2.** SCDD staff will meet with SSAN leadership once a year to review the SSAN budget.

⁵ Refers to scheduling meetings, creating a calendar of all SSAN quarterly and workgroup meetings. Logistical support also includes opening and operating the conference line(s) for workgroup meetings.

- 4.2.10.** SCDD will provide logistical and technical assistance⁶ at no more than four (4) in person, two (2) day meetings. SCDD will take responsibility for arranging and coordinating SSAN meetings. SCDD will undertake the responsibility of booking and funding hotel meeting rooms, lodging and transportation for meeting attendance. Facilitation and attendant services are available upon request.
- 4.2.11.** SCDD will provide regular in person and written policy briefings and updates a) at quarterly SSAN in person meetings and b) between these meetings on legislation or issue positions taken by the SCDD council members or legislation and issues as requested by the SSAN leadership or its members, regardless of SCDD's position, as long as staff is allowed to work on the issue(s) under the State of California rules, such as the rules that apply to staff work on candidate or ballot measure matters. SCDD will endeavor to provide these policy briefings or updates, either in person or written, in plain language as requested by the SSAN and SCDD.
- 4.2.12.** SCDD will provide SSAN with the resources on advocacy and the legislative process. SCDD cannot advise SSAN in a way that is partisan.
- 4.2.13.** SCDD will work with SSAN to update a yearly work plan for Goal 1, Objective 2 in the State Plan.

⁶ Refers to booking the hotel meeting rooms and working with hotel staff to set up the audio and visual aspects of the meeting (projector for the PowerPoint and captions).

4.3. SSAN Responsibilities

- 4.3.1.** SSAN will develop trainings which relate back to Goal 1 of the SCDD State Plan and report back on the number of trainings and presentations that were conducted in between SSAN meetings.
 - 4.3.1.1.** SCDD shall approve any training materials SSAN develops prior to their use.
- 4.3.2.** SSAN members will report their activities and progress in the form of Member Action Reports.
- 4.3.3.** As a project of SCDD, SSAN may advocate legislative and policy positions taken by the Council. SSAN may provide input to SCDD on legislation that is of interest to SSAN. SSAN may provide input on legislation the Council is considering, including after the bill introduction deadline in February and before the Council meeting in March.
- 4.3.4.** Members of SSAN may not use SCDD resources to organize around a legislative issue that is not included in the SCDD Legislative Agenda. SSAN members may not support or oppose any candidate for office, political party, or ballot measure.
- 4.3.5.** SSAN members will distribute SCDD materials to their communities and inform their cross-disability networks about SCDD publications and handouts related to, but not limited to, self-determination and person-centered planning.
- 4.3.6.** SSAN will make sure that all member and community events associated with SSAN will relate to the

missions of both SSAN and SCDD and be in accordance with Goal 1 of the SCDD State Plan and this Memorandum of Understanding.

- 4.3.7.** SSAN will collaborate with other organizations and train other members within their own communities and networks on how to advocate for the needs of people with disabilities.
- 4.3.8.** SSAN is responsible for getting the word out regarding SSAN activities to the I/DD communities regarding upcoming self-advocacy trainings and information related to self-determination, person centered planning and changes that may affect the disability community in members' region(s) and across the state.
- 4.3.9.** SSAN will request technical assistance and logistical help from SCDD to plan the quarterly in person SSAN meetings within a reasonable amount of time, so that the SCDD staff can make arrangements in compliance with state regulations, policies and practices.
- 4.3.10.** SSAN Officers will develop a list of agenda goals or priorities at each quarterly in person SSAN meeting. SSAN leadership agrees to inform SCDD support staff⁷ of these agenda goals and priorities immediately so that they may begin to plan to support the SSAN.
- 4.3.11.** The SSAN leadership will request that SCDD present any policy or issue briefing or updates either in writing or in person at least 30 days before any

⁷ Self-Advocacy Coordinator and Regional Managers.

meeting. This will apply to either a quarterly in person meeting or workgroup meeting.

- 4.3.12.** SSAN will conduct all meetings according to California's open meeting laws, using Robert's Rules of Order.
- 4.3.13.** SSAN will receive training on the Bagley-Keene Act every two (2) years and is expected to follow the Bagley-Keene Act.
- 4.3.14.** SSAN may create work groups to focus on issues of importance as they arise. SSAN work groups are expected to follow the rules set forth in this MOU and remain neutral and objective in their activities.

5. Reporting

- 5.1.** SSAN leadership agrees to report all of SSAN's activities and progress to the SCDD Self-Advocacy Coordinator and other concerned staff in a timely manner and respective of deadlines communicated by the SCDD staff. SCDD agrees to give SSAN three (3) months' notice of reports needed. SCDD will report on the SSAN's progress and activities to state and federal government agencies.
- 5.2.** SSAN is expected to produce a high quality, uniform quarterly newsletter, which highlights actions taken and issues of concern within the cross-disability community.
 - 5.2.1.** SCDD will work with SSAN in developing a report to collect information about training. Each year, this information must be given to the Administration on Intellectual and Developmental Disabilities (AIDD), the federal agency that provides funding to SCDD

for its work. AIDD needs to know how many people were trained, if they were satisfied with the activity, and how much they believe they learned from each presentation. AIDD also wants to know if the people who attended were self-advocates, family advocates or others who may be professionals or community members.

5.2.2. Member action reports will be submitted at all SSAN meetings, in order to document the outcome of all community-based activities between meetings.

5.3. Workgroups will also report progress at SSAN meetings, in the form of 5-minute updates.

5.4. All of the above-mentioned items are to be included in the Annual Report, compiled by the Self-Advocacy Coordinator. The Self-Advocacy Coordinator will review the Annual Report with SSAN members at the end of each year.

6. SCDD Support

6.1. SSAN is a project of SCDD, and SCDD recognizes the importance of supporting this project. However, this MOU does not guarantee that the SCDD will continue to fund SSAN. SSAN and its members should not expect funding from SCDD because of this document. The budget for SSAN is decided by SCDD. By agreeing to this MOU, SSAN and its members acknowledge this fact.

7. Termination and Review

7.1. This MOU can end when either SSAN or SCDD decides to end it by providing 30 days advance notice. SSAN must have a

majority vote in order to terminate. Termination must also be approved by SCDD.

- 7.2.** If this MOU is not approved by both SSAN members and SCDD then this agreement will not become active.
- 7.3.** This agreement will be reviewed every three (3) years by both SSAN and SCDD. Every three years it must be approved by majority vote of SSAN members and SCDD Council members in order to stay in effect.
- 7.4.** If SCDD Council members decide to offer a grant to a non-SCDD entity to carry out Goal 1 activities and a grant is awarded, this agreement will end. SSAN will receive at least a six month notice between SCDD's intention to award a grant and ending this agreement.
- 7.5.** If SSAN decides by majority vote of its members to establish itself as an entity separate from the State of California, SSAN must find its own funding, and this MOU will no longer be effective. If SCDD decides not fund SSAN anymore, this agreement will end and SSAN members may decide to form a new group.

8. CHANGES TO THE MOU

- 8.1. Any proposed changes to the MOU must be submitted to both SCDD and SSAN for consideration. Any proposed changes must be approved by a majority of SSAN members and SCDD.

 Date: April 29, 2020
Aaron Carruthers Executive Director
CA State Council on Developmental Disabilities

 Date: 5/1/2020
Nicole Patterson, Chairperson
Statewide Self-Advocacy Network

Memorandum of Understanding

Between

The Statewide Self Advocacy Network (SSAN)

and

The State Council on Developmental Disabilities (SCDD).

This Memorandum of Understanding (MOU) explains the working relationship between the Statewide Self Advocacy Network (SSAN) and the State Council on Developmental Disabilities (SCDD). This MOU is meant to clarify the roles, responsibilities and expectations of both groups in order to facilitate a working relationship which benefits both parties. Both SCDD and SSAN have worked to develop the following document.

1. MOU Background

- 1.1. SSAN established an MOU workgroup at their March 2015 meeting to express their ideas during the MOU process.
- 1.2. Members of SSAN participated in the MOU drafting process in order to ensure that the voices of self-advocates were reflected in the MOU.
- 1.3. The SSAN DRAFT MOU was presented at the June 2016 SSAN meeting and was given to SCDD for consideration.
- 1.4. The MOU between SSAN and SCDD was signed in January 2017 and a renewed MOU was signed in April 2020.

2. Mission of SCDD and SSAN

SCDD Mission

- 2.1.** The mission of SCDD is to advocate, promote, and implement policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with intellectual/developmental disabilities (I/DD) and their families.
- 2.1.1.** To carry out its mission regarding self-advocacy, SCDD has adopted Goal 1 of its State Plan, which states Californians with I/DD and their families reflecting the diversity of the state will have increased information and supports to advocate for civil and service rights to achieve self-determination, integration and inclusion in all areas of community life.

SSAN Mission

- 2.2.** The mission of SSAN, a project of SCDD, is to promote leadership and build bridges that strengthen advocacy among disability communities by focusing on policy change.
- 2.2.1.** SSAN exists to encourage people with disabilities to organize and create change for good. The goal is for SSAN members to further and strengthen their skills as advocates and to share their knowledge and skills with their communities and elected officials. As a cross-disability network, SSAN connects individual members with organizations and leaders across the state of California in order to advance the self-advocacy movement. It is the goal of SSAN to provide members with the resources, knowledge

and tools that will empower them to become effective, informed leaders within their communities across the state, so that they may train others.

2.2.2. SSAN is dedicated to demonstrating that Californians with disabilities are strong, independent and make enhanced contributions to society. Through collaborating with other advocacy organizations and disability communities, SSAN wants to support, develop and strengthen self-advocacy throughout California and local regions.

2.2.3. SSAN recognizes that in order to have the most impact in systems change advocacy, they will be a cross disability training network.

3. Guiding Principles

3.1. SCDD is committed to supporting policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with I/DD, other disabilities, and their families. SCDD supports the effort of SSAN members, helping them to advocate, promote and implement SSAN's work, as it aligns with **the self-advocacy goal of the** SCDD State Plan and the mission of the State Council.

3.2. The SCDD supports the efforts of SSAN members and assists them in advocating, promoting and implementing their goals so long as they align with the SCDD State Plan (especially **the self-advocacy goal**) or the mission of the Council. SCDD and SSAN recognize the importance of the following principles:

3.3. SCDD has open communication with SSAN and its members.

- 3.4.** SCDD respects all SSAN members as qualified individuals to consider all matters before the SSAN, including policy positions and discussions, decision making processes and SSAN actions.
- 3.5.** SSAN respects the SCDD Self-Advocacy Coordinator and in return, the Self-Advocacy Coordinator respects SSAN members.
- 3.6.** **The Self-Advocacy Goal** of the SCDD State Plan affirms SCDD's commitment to supporting self-advocacy.
- 3.7.** SCDD promotes self-advocates in leadership roles in SSAN by providing them with the knowledge, skills, and training necessary to train other self-advocates to become leaders in their communities and across the state.
- 3.8.** SSAN members will be leaders in their communities and advocate for people with disabilities.
- 3.9.** SSAN members will conduct themselves in a professional manner at all times, adhering to all laws and rules of the State of California.

4. ROLES AND RESPONSIBILITIES OF SCDD AND SSAN

4.1. SCDD Responsibility Regarding SSAN Membership:

- 4.1.1.** SCDD will recognize that SSAN membership has been established by the SSAN Bylaws and consists of (1) SCDD Regional Representatives and (2) representatives from organizations that serve and advocate for those within the disability community.

- 4.1.2.** SCDD will work with SSAN to ensure that as a cross-disability training network, supported by SCDD, SSAN leadership and no less than 50% of its members will be individuals with I/DD.
- 4.1.3.** SCDD will assist SSAN in the recruitment process of the SSAN SCDD Regional Representative. An SCDD Regional Representative to SSAN is defined as a self-advocate within one of the 12 SCDD regional offices' geographic areas chosen to represent the SCDD Regional office on SSAN. Each of the SCDD Regional Offices will assist in the selection process of one (1) Regional Representative from the Regional Office's local I/DD community. While each SCDD Regional Office will choose to recommend a candidate based on the needs in their region, all successful candidates will be seen as leaders or emerging leaders and be actively involved in their community.
- 4.1.4.** SCDD Regional Offices will review their Regional Representative choice on a regular basis and reserve the right to recommend to SSAN Leadership on if there is a need for a new SSAN representative for their region.

4.2. SCDD General Responsibilities:

- 4.2.1.** SCDD will work with SSAN in the following areas: to develop and give training to self-advocates and those who want to become trainers and/or leaders about: self-advocacy, self-determination, person-

centered planning, leadership and related topics. SSAN members will train other self-advocates in California and report to SCDD on the number of trainings and presentations that were given in their role as a SSAN member and how many people attended. SCDD will work with SSAN on a pre/post-test and satisfaction survey for trainings.

- 4.2.2.** The SCDD Self-Advocacy Coordinator will act as the main contact person between SSAN and SCDD staff. The Self-Advocacy Coordinator will provide support¹ and guidance in order to help SSAN achieve their goals.
- 4.2.3.** The SCDD Self Advocacy Coordinator will communicate with all SSAN members and work with SSAN leadership to review materials, including but not limited to: meeting agendas, meeting minutes, Chair updates, newsletter publications and quarterly meeting packets.
- 4.2.4.** The SCDD Manager of State Plan and Self-Advocacy will give final approval prior to the distribution and online posting of quarterly meeting packets. The SCDD Manager of State Plan and Self-Advocacy will also review any other materials that may have potential impact on SCDD. The SCDD Manager of State Plan and Self-Advocacy will provide feedback in a timely manner, allowing time for any changes to be made, if any.

¹ Support refers to giving help or assistance to self-advocates of SSAN as they seek to become better advocates.

- 4.2.5.** SCDD Regional Managers (or regional office CPSIs) will provide support² to their Region's SSAN Representative upon request as long as the request is reasonable. There will be **at least** one (1) SCDD Staff who provides direct support³ during SSAN quarterly meetings and assists in SSAN operations.
- 4.2.6.** At the request of SSAN, SCDD can provide training and support⁴ to the SSAN as a whole and its individual members on topics relevant to the independent living movement, self-advocacy, and leadership skills; so long as it reflects the mission, vision and purpose of SCDD and the SSAN vision statement and financial support is available.
- 4.2.7.** SCDD will approve each SSAN quarterly meeting based on an agenda approved by the SSAN leadership. If the projected cost for an agenda item is beyond the SCDD budget limits, SCDD will inform SSAN leadership at least 14 days before the next SSAN meeting.
- 4.2.7.1.** The SSAN leadership and members must submit any requests or changes to the SSAN meeting that may require additional funding at least 30 days before the next SSAN meeting.

² Support refers to providing SSAN members in their region with the tools and resources needed to be leaders in their community.

³ Refers to the **SCDD staff** who **are** assigned to assist the Self-Advocacy Coordinator with overseeing SSAN. **Staff** may provide logistical and technical support such as note taking and recording minutes during SSAN meetings.

⁴ Refers to resources and professional development.

- 4.2.8.** SCDD will provide logistical support⁵, such as scheduling and virtual (Zoom) and/or call-in number(s) for SSAN work groups and leadership meetings between SSAN's quarterly in person meetings.
- 4.2.9.** SCDD reserves the right to set the budget for training and meeting expenses for SSAN.
- 4.2.9.1.** SCDD will inform SSAN leadership of the SSAN budget.
- 4.2.9.2.** SCDD staff will meet with SSAN leadership once a year to review the SSAN budget.
- 4.2.10.** SCDD will provide logistical and technical assistance⁶ at no more than four (4) in person and/or virtual, two (2) day meetings. SCDD will take responsibility for arranging and coordinating SSAN meetings. SCDD will undertake the responsibility of booking and funding hotel meeting rooms, lodging and transportation for meeting attendance. Facilitation and attendant services are available upon request.
- 4.2.11.** SCDD will provide regular written and/or verbal policy briefings and updates a) at quarterly SSAN in person and/or virtual meetings and b) between these meetings on legislation or issue positions taken by the SCDD council members or legislation and issues as requested by the SSAN leadership or its

⁵ Refers to scheduling meetings, creating a calendar of all SSAN quarterly and workgroup meetings. Logistical support also includes opening and operating the virtual (Zoom) and/or call-in line(s) for workgroup meetings.

⁶ Refers to booking the hotel meeting rooms and working with hotel staff to set up the audio and visual aspects of the meeting (projector for the PowerPoint and captions).

members, regardless of SCDD's position, as long as staff is allowed to work on the issue(s) under the State of California rules, such as the rules that apply to staff work on candidate or ballot measure matters. SCDD will endeavor to provide these policy briefings or updates, either in person or written, in plain language as requested by the SSAN and SCDD.

- 4.2.12.** SCDD will provide SSAN with the resources on advocacy and the legislative process. SCDD cannot advise SSAN in a way that is partisan.

4.3. SSAN Responsibilities

- 4.3.1.** SSAN will develop trainings related to self-advocacy and leadership development, along with other topics within the self-advocacy goal of the SCDD State Plan and report back on the number of trainings and presentations that were conducted in between SSAN meetings.
 - 4.3.1.1.** SCDD will approve any training materials SSAN develops prior to their use.
- 4.3.2.** SSAN members will report their activities and progress in the form of Member Action Reports.
- 4.3.3.** As a project of SCDD, SSAN may advocate legislative and policy positions taken by the Council. SSAN may provide input to SCDD on legislation that is of interest to SSAN. SSAN may provide input on legislation the Council is considering, including after the bill introduction deadline in February and before the Council meeting in March.

- 4.3.4.** Members of SSAN may not use SCDD resources to organize around a legislative issue that is not included in the SCDD Legislative Agenda. SSAN members may not support or oppose any candidate for office, political party, or ballot measure **on behalf of SSAN/in their role as a SSAN member.**
- 4.3.5.** SSAN members will distribute SCDD materials to their communities and inform their cross-disability networks about SCDD publications and handouts related to, but not limited to, self-determination and person-centered planning.
- 4.3.6.** SSAN will make sure that all member and community events associated with SSAN will relate to the missions of both SSAN and SCDD and be **related of** the SCDD State Plan and this Memorandum of Understanding.
- 4.3.7.** SSAN will collaborate with other organizations and train other members within their own communities and networks on how to advocate for the needs of people with disabilities.
- 4.3.8.** SSAN is responsible for **sharing information with** I/DD communities **about SSAN activities**, upcoming self-advocacy trainings, **resources** and **updates** that may affect the disability community in members' region(s) and across the state.
- 4.3.9.** SSAN will request technical assistance from SCDD to plan the quarterly in person **and/or virtual** SSAN meetings **in a timely manner to allow** SCDD staff **to**

make arrangements in compliance with state regulations, policies and practices.

- 4.3.10.** SSAN Officers will develop a list of agenda goals or priorities at each quarterly in person SSAN meeting. SSAN leadership agrees to inform SCDD support staff⁷ of these agenda goals and priorities immediately so that they may begin to plan to support the SSAN.
- 4.3.11.** The SSAN leadership will request that SCDD present any policy or issue briefing or updates either in writing or in person at least 30 days before any meeting. This will apply to either a quarterly in person meeting or workgroup meeting.
- 4.3.12.** SSAN will conduct all meetings according to California's open meeting laws, using **Robert's Rules of Order.**
- 4.3.13.** SSAN will receive training on the Bagley-Keene Act every two (2) years and is expected to follow the Bagley-Keene Act.
- 4.3.14.** SSAN may create work groups to focus on issues of importance as they arise. SSAN work groups are expected to follow the rules set forth in this MOU and remain neutral and objective in their activities.

5. Reporting

- 5.1.** SSAN leadership agrees to report all of SSAN's activities and progress to the SCDD Self-Advocacy Coordinator and other concerned staff in a timely manner and respective of

⁷ Self-Advocacy Coordinator and Regional Managers.

deadlines communicated by the SCDD staff. SCDD agrees to give SSAN three (3) months' notice of reports needed. SCDD will report on the SSAN's progress and activities to state and federal government agencies.

- 5.2.** SSAN is expected to produce a high quality, uniform quarterly newsletter, which highlights actions taken and issues of concern within the cross-disability community.
 - 5.2.1.** SCDD will work with SSAN in developing a report to collect information about training. Each year, this information must be given to the Administration on Intellectual and Developmental Disabilities (AIDD), the federal agency that provides funding to SCDD for its work. AIDD needs to know how many people were trained, if they were satisfied with the activity, and how much they believe they learned from each presentation. AIDD also wants to know if the people who attended were self-advocates, family advocates or others who may be professionals or community members.
 - 5.2.2.** Member action reports will be submitted at all SSAN meetings, in order to document the outcome of all SSAN related community-based activities between meetings.
- 5.3.** Workgroups will also report progress at SSAN meetings, in the form of 5-minute updates.
- 5.4.** All of the above-mentioned items are to be included in the Annual Report, compiled by the Self-Advocacy Coordinator. The Self-Advocacy Coordinator will review the Annual Report with SSAN members at the end of each year.

6. SCDD Support

- 6.1. SSAN is a self-advocacy group organized by SCDD, and SCDD recognizes the importance of supporting this self-advocacy group. However, this MOU does not guarantee that the SCDD will continue to fund SSAN. SSAN and its members should not expect funding from SCDD because of this document. The budget for SSAN is decided by SCDD. By agreeing to this MOU, SSAN and its members acknowledge this fact.

7. Termination and Review

- 7.1. This MOU can end when either SSAN or SCDD decides to end it by providing 30 days advance notice. SSAN must have a majority vote in order to terminate. Termination must also be approved by SCDD.
- 7.2. If this MOU is not approved by both SSAN members and SCDD then this agreement will not become active.
- 7.3. This agreement will be reviewed every three (3) years by both SSAN and SCDD. Every three years it must be approved by majority vote of SSAN members and SCDD Council or Executive Committee members in order to stay in effect.
- 7.4. If SSAN decides by majority vote of its members to establish itself as an entity separate from the State of California, SSAN must find its own funding, and this MOU will no longer be effective. If SCDD decides not fund SSAN anymore, this agreement will end and SSAN members may decide to form a new group.

8. CHANGES TO THE MOU

- 8.1.** Any proposed changes to the MOU must be submitted to both SCDD and SSAN for consideration. Any proposed changes must be approved by a majority of SSAN members and SCDD.

_____ Date:
Aaron Carruthers Executive Director
CA State Council on Developmental Disabilities

_____ Date:
, Chairperson
Statewide Self-Advocacy Network

DECEMBER 13, 2022

SSAN MEETING DAY 1 AGENDA ITEM 8

ACTION ITEM

Statewide Self-Advocacy Network



Update SSAN Employment First PowerPoint

The SSAN Employment Workgroup has been working to update the SSAN Employment First Presentation so that it can be used as a resource by SSAN members when talking in their communities about the importance of employment for people with disabilities.

Presenter

Rebecca Donabed, SSAN Employment Workgroup Chair and Sequoia Regional SSAN Representative

Handout

DRAFT Updated SSAN Employment First PowerPoint

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DECEMBER 13, 2022

**SSAN MEETING DAY 1 AGENDA ITEM 9
INFORMATION ITEM**

Statewide Self-Advocacy Network



Remembering Loved Ones

SSAN Chair Desiree Boykin recently gave a keynote presentation at the California Statewide Self-Advocacy Conference on the impact of losing people that were important to her and helped her to become the advocate that she is today. Chair Boykin will share that presentation with SSAN members.

Presenter

Desiree Boykin, 2020 – 2022 SSAN Chair
ARCA SSAN Representative,
Client Advocate, South Central Los Angeles Regional Center

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DECEMBER 13, 2022

SSAN MEETING DAY 1 AGENDA ITEM 10
INFORMATION ITEM

Statewide Self-Advocacy Network



SSAN Officer Nominations

SSAN leadership consists of the roles of Chair, Vice–Chair, and Secretary. The SSAN Bylaws state that SSAN members elected to be SSAN Officers serve a total of 1 term for 2 years in a single position and that SSAN will hold elections every 2 years to pick a new leadership team.

The process for choosing a new SSAN Leadership team is as follows:

On Day One of the meeting, members are nominated by other SSAN members for each position. A person cannot nominate themselves for a leadership role and has the right to decline a nomination.

On Day Two of the meeting, candidates who accepted nominations for leadership roles will have a chance to tell members why they would be good for the role that they were nominated. A vote will be taken for each office and the results will take effect the day of the election.

Attachments

- SSAN Chair Description
- SSAN Vice-Chair Description
- SSAN Secretary Description

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Duties of Chair and Election of Officers (From Amended SSAN By-Laws 3/26/2019)

Officers

SSAN officers will be Chair, Vice-Chair and Secretary.

Section 1. Eligibility

All SSAN members may run for the position of Vice-Chair or Secretary. A SSAN member must be a member of SSAN for at least one (1) year before they can run for the position of SSAN Chair.

Section 2. Terms

A SSAN Officer's term will be two years. An officer stays in their position until they term out, they are elected to a new office, or they resign. An officer is limited to serving one (1) term per officer position, but may run again for that officer position after sitting out for one term. Members are free to run for any other officer position during that two-year waiting period.

Requirements of Chair, Vice-Chair and Secretary

1. Attends SSAN meetings regularly.
2. Serve as a mentor for new members
3. Know SSAN By-Laws and meeting procedures.

Section 3. Vacancies

The Chair can fill any officer vacancies on a temporary basis until the next meeting. If an officer cannot complete a term, another member will be elected by the SSAN at the next regularly scheduled meeting. That newly elected officer shall serve the remainder of that term, and will be allowed to run for that position for a full term at the next officer election.

Section 4. Duties of Officers:

General Expectations:

1. Attend all SSAN meetings
2. Attend SSAN officer meetings
3. Serve as a mentor for new members
4. Know SSAN bylaws and meeting procedures
5. Help support workgroups

Section 4a Duties of the SSAN Chair:

1. Work with the Vice Chair, Secretary, SCDD Self-Advocacy Coordinator, and other support staff to prepare meeting agendas.
2. Represent SSAN in the community.
3. Work with SSAN members to follow up on issues brought up at meetings.
4. Work with SSAN support staff in between meetings.
5. Communicate as needed with SSAN members in between meetings while following the Bagley-Keene Act.
6. Know and implement the SSAN bylaws.

General Expectations:

1. Attend all SSAN meetings
2. Attend SSAN officer meetings
3. Serve as a mentor for new members
4. Know SSAN bylaws and meeting procedures
5. Help support workgroups

Section 4b. Duties of the Vice-Chair:

1. Work with the Chair, Secretary, SCDD Self-Advocacy Coordinator, and other support staff to prepare meeting agendas.
2. Perform all duties of Chair in absence of Chair.
3. Have ongoing communication with the Chair before each meeting while following the Bagley-Keene Act.
4. Assist Chair to follow up on issues brought up at meetings.
5. Act as timekeeper

General Expectations:

1. Attend all SSAN meetings
2. Attend SSAN officer meetings
3. Serve as a mentor for new members
4. Know SSAN bylaws and meeting procedures
5. Help support workgroups

Section 4c. Expectation Duties of Secretary

1. Work with the Chair, Vice Chair, SCDD Self-Advocacy Coordinator, and other support staff to prepare meeting agendas.
2. Perform all duties of Vice Chair in their absence.
3. Perform all duties of the Chair in the absence of the Chair and Vice Chair.
4. Take roll call to establish quorum.
5. Works with support staff to prepare and distribute minutes of meetings.
6. Keep track of motions, votes and actions at meetings.
7. Act as parliamentarian.

DECEMBER 15, 2022

**SSAN MEETING DAY 2 AGENDA ITEM 3
INFORMATION ITEM**

Statewide Self-Advocacy Network

Bagley Keene Act Training



SSAN is a self-advocacy group supported by SCDD, and needs to follow California laws, including the Bagley Keene Act. SCDD Legal Counsel, Brian Weisel will provide members with training on the Bagley Keene Act to help members understand the law.

Presenter

Brian Weisel, SCDD Legal Counsel

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DECEMBER 15, 2022

SSAN DAY 2 AGENDA ITEM 4

ACTION ITEM

Statewide Self-Advocacy Network



Approval of 2021 – 2022 SSAN Annual Report

SSAN members will have the opportunity to review and provide feedback on the 2021–2022 SSAN Annual Report.

Handouts

- DRAFT 2021–2022 SSAN Annual Report

Recommended Action

Approve the DRAFT 2021–2022 SSAN Annual Report

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DECEMBER 15, 2022

SSAN MEETING DAY 2 AGENDA ITEM 5

ACTION ITEM

Statewide Self-Advocacy Network



Approval of December 2022 Newsletter

Robert Levy, Chair of the SSAN Newsletter Workgroup will present SSAN members with a DRAFT version of the December 2022 Newsletter and ask members for any changes or additions. Robert will then lead a discussion about ideas for the March 2023 Newsletter. Please come prepared with your ideas for articles for the March 2023 edition.

Attachments

- Voices of SSAN Newsletter Article Tips Newsletter Article Tips

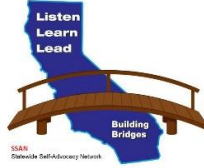
Handouts

- DRAFT December 2022 Voices of SSAN Newsletter

Recommended Action

Approve the DRAFT December 2022 Voices of SSAN Newsletter

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Voices of SSAN Newsletter Article Tips

Audience: Keep in mind that “Voices of SSAN” is shared with people across California. Try to write articles that would interest the statewide disability community.

Purpose: Is the article a human-interest story or an issues story? If it is a human-interest story, can you tie it back to an issue or larger regional or statewide problem?

Helpful Tips:

- Tie your article back to the Mission/Vision/Purpose of SSAN
- Write articles about systems change (city/county/regional/statewide) problems
- Limit individual advocacy articles
- When Interviewing people, tie questions back to systems change advocacy, SCDD State Plan and SSAN
- Stay away from writing about personal details of an individual

Types of Articles: Articles in “Voices of SSAN” should be related to the SCDD State Plan. Here are some topic areas covered under the SCDD State Plan:

- Self-Determination
- Employment
- Housing
- Health and Safety
- Transportation and other Long-Term Services and Supports (LTSS)

Key Parts of Articles:

- Title
- Author (Your Name)
- Introduction: Tie the article back to SSAN
- Evidence or Support: 1-3 paragraphs
- Closing: Tie it back to SSAN

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DECEMBER 15, 2022

SSAN MEETING DAY 2 AGENDA ITEM 6

ACTION ITEM

Statewide Self-Advocacy Network



SSAN Elections

SSAN Members nominated candidates for the 2022-2024 SSAN Officer positions of Chair, Vice-Chair, and Secretary on day one of the December 2022 SSAN meeting. Candidates will have the chance to provide their statements about why they would like to serve in a leadership position.

A separate vote for each of the 3 Officer positions will be taken after candidate statements are given.

Attachments

None

Recommended Action

Elect a new leadership team for SSAN to serve from
December 2022 – December 2024

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DECEMBER 15, 2022

**SSAN MEETING DAY 2 AGENDA ITEM 7
INFORMATION ITEM**

Statewide Self-Advocacy Network

Planning for March 2023



The SSAN Chair will lead the group in a discussion about ideas for the March 2023 meeting and members will have the opportunity to complete meeting evaluations for the December 2022 meeting.

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