



NOTICE/AGENDA

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES ADMINISTRATIVE COMMITTEE MEETING

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CORRECTED

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.

JOIN ZOOM MEETING: [2023.Feb.Admin.Committee.Meeting](#)

MEETING ID: **914 4726 9420**

PASSWORD: **433349**

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OR

JOIN BY TELECONFERENCE: (VOICE ONLY)

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

MEETING ID: **914 4726 9420**

DATE: February 17, 2023

TIME: 11:00 AM – 1:00 PM

COMMITTEE CHAIR: Harold Fujita

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 to provide comments and/or present information to this body on matters not listed on the agenda. There will be up to 20 minutes allocated to hear from the public with each person allotted up to 3 minutes to comment.

Additionally, there will be up to 10 minutes allocated to hear from the public on each Council agenda item, with each person allotted up to 1 minute to comment.

Item 5. APPROVAL OF FEBRUARY 2022 MINUTES Page 3

Item 6. SCDD BUDGET UPDATE Page 6

Presented by Aaron Carruthers and Ken DaRosa

A. F/Y 2022-2023 Budget Update

B. Draft 2023-2024 Proposed SCDD Budget

C. Prior Year Unexpended Funds

Item 7. OUT-OF-STATE TRAVEL (OST) RESTRICTION UPDATE Page 17

Presented by Aaron Carruthers, Executive Director

Item 8. ADJOURNMENT

Accessibility: Pursuant to Government Code Sections 11123.1 and 11125(f), 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) 263-8193 or 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.

FEBRUARY 17, 2023

AGENDA ITEM 5.

ACTION ITEM

ADMINISTRATIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of February 2022 Minutes

Committee members will review and consider approval of the draft minutes from the February 22, 2022, Administrative Committee meeting.

Action Recommended

Approve the February 2022 meeting minutes.

Attachment

February 2022 Administrative Committee Meeting Minutes



DRAFT

**Administrative Committee Meeting Minutes
February 22, 2022**

Attending Members

Julie Austin
Julio Garnica
Julie Neward

Members Absent

None

Others Attending

Aaron Carruthers
Ken DaRosa
Robin Maitino-Erben
Victoria Schlusser
Yaritza Sanchez
Brian Weisel

1. CALL TO ORDER

Committee Chair Julie Austin (FA) called the meeting to order at 9:19 AM.

2. ESTABLISH QUORUM

A quorum was present.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

None.

5. APPROVAL OF THE FEBRUARY 23, 2021, MEETING MINUTES

It was moved/seconded (Garnica [SA]/Neward [FA]) to approve the February 23, 2021 meeting minutes as presented. (Unanimous – see page one for a list of members in attendance.)

6. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa provided an in-depth explanation of each budget document contained in the packet.

Chief Deputy Director DaRosa presented the Council's expenditures through December 2021, along with the line-by-line explanations of the budget expenditures and the proposed 2022-23 SCDD Budget.

Following the presentation, Committee Chair Julie Austin asked if it was possible to forecast staff retirements to assist in the budget planning. Committee member Julie Neward also asked to see an organizational chart to better understand the State Council's structure.

It was moved/seconded (Garnica [SA]/Neward [FA]) and carried to recommend that the Executive Committee postpone excess funds recommendations for six months; and move the 2022-23 Proposed SCDD Budget to the Full Council for consideration. (Unanimous – see page one for a list of members in attendance.)

The Committee also considered whether to redefine a full day of work for the purposes of honorarium pay from 6 hours to 4 hours.

It was moved/seconded (Garnica [SA]/Neward [FA]) and carried to recommend that the Executive Committee redefine a full day of work for the purposes of honorarium pay from 6 hours to 4 hours. (Unanimous – see page one for a list of members in attendance.)

7. OUT-OF-STATE (OST) TRAVEL RESTRICTION UPDATE

The updated OST travel restriction policy was provided to members and posted online.

8. ADJOURNMENT

The meeting was adjourned at 10:38 AM.

FEBRUARY 17, 2023

AGENDA ITEM 6.

ACTION ITEM

ADMINISTRATIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD Budget Update

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa will provide an update on current year (F/Y2022-23) budget expenditures and present the proposed SCDD 2023-2024 budget for consideration.

The Committee will also consider recommendations for prior year unexpended funds.

Action Recommended

Recommend approval of the FY 2023/24 Proposed SCDD Budget to the Executive Committee.

Attachment(s)

1. Budget Cover Sheet
2. Budget Narrative with Line Item Definitions
3. 2022/23 Approved Budget
4. 2022/23 First and Second Quarter Report
5. Draft 2023-24 Proposed SCDD Budget



SFY 2022-23 Budget Update

The package before the Committee includes the first and second quarter budget expenditure report and statement of activities for State Fiscal Year (SFY) 2022-23 expenditures through December 31, 2022, and a description of the budget line items. As a reminder, the Council approved the SFY 2022-23 BSG budget on May 24, 2022.

Methodology

Personal Services

The Department of Finance requires all state departments to fully fund their authorized staff positions in the State Budget. Therefore, the Personal Services line items reflect all BSG authorized positions, but assumes modest salary savings resulting from vacancies in each year.

Operating Expense and Equipment (OE&E)

The OE&E line items are based on the actual expenditures from prior SFYs, taking into considerations trends upward or downward.

Calculation of Total BSG Award

Because the Council approves the BSG budget on the SFY (July-June) and federal BSG funds are awarded on the Federal Fiscal Year (FFY) (October-September), the SFY 2022-23 budget reflects 3 months of FFY 2022 funding (July-September) and 9 months of FFY 2023 funding (October-June).

Difference Between Council Budget & BSG Award

This represents the combined budgeted amounts for Personal Services, OE&E, and Community Grants subtracted by the Total BSG Award. The approved SFY 2022-23 budget is \$7,956,000 and the BSG Award is \$7,957,000 for a projected difference between award and expenditures of \$1,000.

Prior Year Unexpended Funds

Prior year unexpended funds primarily result from Personal Services savings resulting from vacant positions and OE&E, and Community Grantee expenditures that are not paid before June 30, as well as grant award timing and its "overlap" of the federal fiscal year and the state fiscal year. Staff identified, and presented to the Council on May 24, projected unexpended funds of approximately \$445,000 available for the current year.



2022-23 First and Second Quarter Expenditure Reports Statement of Activities and Projections

This is a narrative description of the year-to-date expenditure reports, which are attached. It is important to understand that these projections are based on an analysis of expenditure data at a specific point in time (i.e., December 31, 2022) and are subject to change.

SFY 2022-23 BSG Expenditures

The budget assumes BSG expenditures of \$7,956,000. With six months remaining in the state fiscal year, total year-to-date expenditures of \$3,727,321 result in a projected remaining balance of \$4,228,679 (i.e., 53 percent).

- Personal Services: Total expenditures to date (\$2,993,400) result in a remaining balance of \$3,082,600 (51 percent). The current vacancy rate is 16 percent—a total of 8 vacancies.
- OE&E: Total expenditures to date (\$654,125) result in a remaining balance of \$965,875 (59 percent). Staff predict the In-State Travel and Communications line items will be underspent this year, and we project modest savings of approximately \$125,000 in the BSG OE&E budget at this point-in-time.
- Printing: The table includes a \$127,000 printing expenditure for December 2022. Staff are investigating this matter and it appears to be QA printing costs that were incorrectly billed to BSG. Once this is confirmed, we will correct the display accordingly.
- Program Development Grants: Year-to-date expenditures total nearly \$80,000, resulting in a remaining balance of \$180,204 (69 percent unspent). Staff anticipates expenditures will increase over the remaining four months.
- Unexpended Funds Available for the Council to Spend: After deducting the traditional \$1.75 million reserve, and projecting an anticipated amount of carryover, staff projects \$345,000 could be available for the Council to consider on additional one-time initiatives later in the fiscal year.

SFY 2022-23 Quality Assurance (QA) Reimbursements from DDS

Total QA funding available is \$3,926,000. With six months remaining in the fiscal year, the program shows a remaining balance of approximately \$2,506,118 (nearly 64 percent).

- Personal Services: Year-to-date expenditures of \$909,920 give us a remaining balance of \$1,356,080 (approximately 60 percent). The vacancy rate is 11 percent (i.e., two vacancies).
- OE&E: Year-to-date expenditures (\$509, 961) reflect a remaining balance of \$1,150,039 (69 percent).

SFY 2022-23 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS funding available is \$1,660,482. With six months remaining in the state fiscal year, reimbursements from DDS for the CRA/VAS Program reflect a remaining balance of \$976,715 (nearly 59 percent).

- Personal Services: Expenditures to-date total \$596,387 and reflect a remaining balance of \$654,095 (52 percent). The vacancy rate is 11 percent (i.e., one position).
- OE&E: Currently, program expenditures total \$87,380 with a remaining balance of \$322,620 (78 percent). Travel likely will remain modest, resulting in savings in OE&E expenditures. It's important to note this program is funded by reimbursement from DDS, and that SCDD is reimbursed for actual expenses. Any projected savings has no fiscal impact on other programs.

Proposed Fiscal Year 2023-24 BSG Budget Description of Line-item Changes

The preliminary State Fiscal Year (SFY) overall 2023-24 BSG budget is not proposed to increase at this time. However, the proposed budget recommends adjusting various line items to support SCDD in 23023-24 based on spending patterns to date.

As a reminder, these are preliminary projections and subject to change as the fiscal year continues and federal funding information is received.

Net Salaries and Wages

The baseline item is proposed to increase from \$4,183,060 to \$4,237,440. This change includes projected salary adjustments associated with merit salary increases.

Temporary Help/Honorarium

This line item, which includes the honorarium budget, remains unchanged.

General Expense and Operating Expenses and Equipment

Generally, we anticipate reduced spending (approximately \$80,000) from prior budgeted amounts to reflect the past two years' spending patterns as well as recognizing, for example, the expanded use of digital documents and forms, and remote meetings.

Communications

This line item is projected to decrease by \$30,000 based on spending during the current fiscal year.

Postage

This line item is reduced by \$6,000 from the current year and includes:

- Postage meter rental, repair, and supplies
- Postage permits, stamps, etc.

Travel In-State

This line item is budgeted at \$150,000, a reduction from current year to reflect travel practice and patterns over the last three years. While conditions are easing, and spending projections may change, some ongoing use of remote meetings and interaction will continue.

Travel includes:

- Commercial airfare
- Train fare
- Overnight lodging
- Meals
- Private car mileage and rental car charges
- Public transit, Lyft, shuttles, etc.

Travel Out-of-State

This line item reflects a modest decrease of \$2,000 and includes approved out-of-state trips for required meetings with the Administration on Community Living, NACDD and other DD Act partners as required as part of our Basic Support Grant.

Training

This line item is proposed to remain unchanged from the previous year and includes:

- Tuition and registration for all required and job-related skills development and leadership development training to rank and file and managerial staff
- Contract with CalHR and external trainers for staff training and development

Facilities Operations

This line item is unchanged from the current year, and includes:

- Rents/leases for SCDD offices
- DGS planning and lease management services
- Janitorial services
- Security/alarm services

Utilities

This line item is unchanged from the current year. It funds electricity, gas, water, sewer, and garbage disposal for SCDD offices where utilities are not included in the rent/lease.

Interdepartmental Services

This line item is unchanged from the current year and supports various interagency agreements with state partners for support and technical services:

- \$175,000 annual contract with the Department of Social Services for administrative support services
- Contracts with other state agencies for their services (State Treasurer, State Controller, Attorney General, CalHR, etc.)
- Audit charges for SCDD audits by control agencies (State Auditor, State Personnel Board, Department of General Services, Department of Finance, etc.)

External Contract Services

This line item, projected at \$100,000 supports interpreting, translation, and captioning services.

Information Technology

This line item is budgeted for \$230,000 and supports:

- CDT website hosting and data line charges for all SCDD offices
- Software purchases and licenses

SWCAP

This line item represents SCDD's share of state administrative overhead and is statutorily capped at \$25,000.

Other Items of Expense

This line item is projected to remain unchanged from the previous year and represents expenses that do not fall under any of the above categories.

Community Program Development Grants

This line item is projected at \$260,000 for statewide grants.



State Council on Developmental Disabilities

Fiscal Year 2022-23 Approved Budget

Categories	Basic State Grant (BSG)	Quality Assessment	Clients' Rights Advocates/ Volunteer Advocacy	TOTAL
	Federal Grant	State Contract	State Contract	
1. Personal Services:				
Net Salaries & Wages	\$ 4,183,060	\$ 1,532,000	\$ 832,820	\$ 6,547,880
Temporary Help / Honorarium	\$ 60,000	\$ -	\$ -	\$ 60,000
Worker's Compensation	\$ 55,000	\$ 3,000	\$ 5,000	\$ 63,000
Staff Benefits	\$ 1,986,954	\$ 731,000	\$ 412,662	\$ 3,130,616
Less 5% Salary Savings From Vacancies	\$ (209,153)			\$ (209,153)
Total Personal Services	\$ 6,076,000	\$ 2,266,000	\$ 1,250,482	\$ 9,592,000
2. Operating Expense and Equipment:				
General Expense	\$ 60,000	\$ 21,000	\$ 5,000	\$ 86,000
Printing	\$ 40,000	\$ 53,000	\$ 9,000	\$ 102,000
Communications	\$ 100,000	\$ 40,000	\$ 10,000	\$ 150,000
Postage	\$ 18,000	\$ 29,000	\$ 1,000	\$ 48,000
Travel-in-State :	\$ 175,000	\$ 95,000	\$ 32,000	\$ 302,000
Out-of-State Travel	\$ 10,000	\$ -	\$ -	\$ 10,000
Training (Tuition and Registration)	\$ 35,000	\$ 3,000	\$ 15,000	\$ 53,000
Facilities Operations (Rent)	\$ 550,000	\$ 269,000	\$ 24,000	\$ 843,000
Utilities	\$ 8,000	\$ 2,000	\$ -	\$ 10,000
Interdepartmental Services	\$ 250,000	\$ 164,000	\$ 134,000	\$ 548,000
External Contract Services	\$ 100,000	\$ 10,000	\$ 3,000	\$ 113,000
Information Technology	\$ 244,000	\$ 50,000	\$ 45,000	\$ 339,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 924,000	\$ 132,000	\$ 1,061,000
Total Operating Expense and Equipment	\$ 1,620,000	\$ 1,660,000	\$ 410,000	\$ 3,690,000
3. Community Grants / Other Projects	\$ 260,000	\$ -	\$ -	\$ 260,000
4. Total Council Budget (1 + 2 + 3)	\$ 7,956,000	\$ 3,926,000	\$ 1,660,000	\$ 13,542,000
5. Total Basic State Grant Award (Estimate)	\$ 7,957,000			
6. Difference between Total Council Budget and Basic State Grant Award	\$ 1,000			
7. Cash Reserve	\$ 1,750,000			
8. Estimated Unexpended Funds Available for the Council to Spend	\$ 445,000			

**State Council on Developmental
Disabilities Council Report for FY 22-23
Expenditure through December-22**



Basic State Grant (BSG)	Annual Grant Award	Monthly Expenditures	Year-To-Date Expenditure	Balance	Positions	#
Personal Services & Benefits	\$ 6,076,000	\$ 522,589	\$ 2,993,400	\$ 3,082,600	# Positions	50
Operating Expenses	\$ 1,620,000	\$ 228,024	\$ 654,125	\$ 965,875	# Vacancies	8
Grants / Special Items	\$ 260,000	\$ 24,426	\$ 79,796	\$ 180,204		
Unallocated Funds	\$ 458,000	\$ 13,769	\$ 255,840	\$ 202,160		
Total	\$ 7,956,000	\$ 775,039	\$ 3,727,321	\$ 4,228,679	Vacancy %	16%

Quality Assurance (QA)	Annual Budget	Monthly Expenditures	Year-To-Date Expenditures	Balance	Positions	#
Personal Services & Benefits	\$ 2,266,000	\$ 152,551	\$ 909,920	\$ 1,356,080	# Positions	18
Operating Expenses	\$ 1,660,000	\$ 220,339	\$ 509,961	\$ 1,150,039	# Vacancies	2
Total	\$ 3,926,000	\$ 372,890	\$ 1,419,882	\$ 2,506,118	Vacancy %	11%

Clients Rights' Advocates/Volunteer Advocacy System	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance	Positions	#
Personal Services & Benefits	\$ 1,250,482	\$ 87,948	\$ 596,387	\$ 654,095	# Positions	9
Operating Expenses	\$ 410,000	\$ 25,337	\$ 87,380	\$ 322,620	# Vacancies	1
Total	\$ 1,660,482	\$ 113,285	\$ 683,767	\$ 976,715	Vacancy %	11%

Total	#
# Positions	77
# Vacancies	11
Vacancy %	14%



State Council on Developmental Disabilities
Council Report for FY 2022-23

December-22

FEDERAL GRANT (BSG)	YTD				Remaining Percentage
	Budgeted Base	Current Month Expenditure	Expenditure	Remaining Balance	
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	6,076,000	522,589	2,993,400	3,082,600	50.7%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	60,000	(108)	37,963	22,037	36.7%
Printing	40,000	127,530	149,591	(109,591)	-274.0%
Communications	100,000	2,366	14,039	85,961	86.0%
Postage	18,000	1,295	4,752	13,248	73.6%
Travel-in-State :	175,000	1,607	10,730	164,270	93.9%
Out-of-State Travel	10,000	-	2,951	7,049	70.5%
Training (Tuition and Registration)	35,000	-	1,185	33,815	96.6%
Facilities Operations (Rent)	550,000	47,597	277,052	272,948	49.6%
Facilities Plng/Maint. & Utilities	8,000	688	2,976	5,024	62.8%
Interdepartmental Services	250,000	5,000	10,855	239,145	95.7%
External Contract Services	100,000	6,257	77,489	22,511	22.5%
Information Technology (Computer, Software)	244,000	35,792	61,933	182,067	74.6%
SWCAP	25,000	-	-	25,000	100.0%
Other Items/ Client Services	5,000	-	2,609	2,391	47.8%
Subtotal OE&E	1,620,000	228,024	654,125	965,875	59.6%
SPECIAL ITEM (PROGRAM 20)	260,000	24,426	79,796	180,204	69.3%
TOTAL	7,956,000	775,039	3,727,321	4,228,679	53.2%

Quality Assessment (QA)	YTD				Remaining Percentage
	Budgeted Base	Current Month Expenditure	Expenditure	Remaining Balance	
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	2,266,000	152,551	909,920	1,356,080	59.8%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	21,000	-	9,361	11,639	55.4%
Printing	53,000	149,974	179,511	(126,511)	-238.7%
Communications	40,000	999	7,923	32,077	80.2%
Postage	29,000	1,236	20,202	8,798	30.3%
Travel-in-State :	95,000	256	256	94,744	99.7%
Training (Tuition and Registration)	3,000	-	-	3,000	100.0%
Facilities Operations (Rent)	269,000	17,996	111,577	157,423	58.5%
Facilities Plng/Maint. & Utilities	2,000	-	-	2,000	100.0%
Interdepartmental Services	164,000	-	-	164,000	100.0%
External Contract Services	10,000	-	-	10,000	100.0%
Data Processing (Software, Supplies & Misc.)	50,000	15,608	139,954	(89,954)	-179.9%
Other Items/ Client Services	924,000	34,270	41,177	882,823	95.5%
Subtotal OE&E	1,660,000	220,339	509,961	1,150,039	69.3%
TOTAL	3,926,000	372,890	1,419,882	2,506,118	63.8%

Clients' Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Advocacy Services (CRA/VAS)	YTD				Remaining Percentage
	Budgeted Base	Current Month Expenditure	Expenditure	Remaining Balance	
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,250,482	87,948	596,387	654,095	52.3%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	5,000	108	6,877	(1,877)	-37.5%
Printing	9,000	525	1,312	7,688	85.4%
Communications	10,000	412	2,145	7,855	78.6%
Postage	1,000	-	194	806	80.6%
Travel-in-State :	32,000	913	2,938	29,062	90.8%
Training (Tuition and Registration)	15,000	-	-	15,000	100.0%
Facilities Operations (Rent)	24,000	3,691	21,213	2,787	11.6%
Interdepartmental Services	134,000	-	-	134,000	100.0%
External Contract Services	3,000	-	-	3,000	100.0%
Data Processing (Software, Supplies & Misc.)	45,000	11,388	11,391	33,609	74.7%
Other Items/ Client Services	132,000	8,300	41,310	90,690	68.7%
Subtotal OE&E	410,000	25,337	87,380	322,620	78.7%
TOTAL	1,660,482	113,285	683,767	976,715	58.8%



State Council on Developmental Disabilities

Fiscal Year 2023-24 Proposed Budget

Categories	Basic State Grant (BSG)	Quality Assessment	Clients' Rights Advocates/ Volunteer Advocacy	TOTAL
	Federal Grant	State Contract	State Contract	ND
1. Personal Services:				
Net Salaries & Wages	\$ 4,237,440	\$ 1,532,000	\$ 832,820	\$ 6,602,260
Temporary Help / Honorarium	\$ 60,000	\$ -	\$ -	\$ 60,000
Worker's Compensation	\$ 55,000	\$ 3,000	\$ 5,000	\$ 63,000
Staff Benefits	\$ 2,012,784	\$ 731,000	\$ 412,662	\$ 3,156,446
Less 5% Salary Savings From Vacancies	\$ (211,872)			\$ (211,872)
Total Personal Services	\$ 6,153,000	\$ 2,266,000	\$ 1,250,482	\$ 9,670,000
2. Operating Expense and Equipment:				
General Expense	\$ 60,000	\$ 21,000	\$ 5,000	\$ 86,000
Printing	\$ 40,000	\$ 53,000	\$ 9,000	\$ 102,000
Communications	\$ 70,000	\$ 40,000	\$ 10,000	\$ 120,000
Postage	\$ 12,000	\$ 29,000	\$ 1,000	\$ 42,000
Travel-in-State :	\$ 150,000	\$ 95,000	\$ 32,000	\$ 277,000
Out-of-State Travel	\$ 8,000	\$ -	\$ -	\$ 8,000
Training (Tuition and Registration)	\$ 35,000	\$ 3,000	\$ 15,000	\$ 53,000
Facilities Operations (Rent)	\$ 550,000	\$ 269,000	\$ 24,000	\$ 843,000
Utilities	\$ 8,000	\$ 2,000	\$ -	\$ 10,000
Interdepartmental Services	\$ 250,000	\$ 164,000	\$ 134,000	\$ 548,000
External Contract Services	\$ 100,000	\$ 10,000	\$ 3,000	\$ 113,000
Information Technology	\$ 230,000	\$ 50,000	\$ 45,000	\$ 325,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 924,000	\$ 132,000	\$ 1,061,000
Total Operating Expense and Equipment	\$ 1,543,000	\$ 1,660,000	\$ 410,000	\$ 3,613,000
3. Community Grants / Other Projects	\$ 260,000	\$ -	\$ -	\$ 260,000
4. Total Council Budget (1 + 2 + 3)	\$ 7,956,000	\$ 3,926,000	\$ 1,660,000	\$ 13,543,000
5. Total Basic State Grant Award (Estimate)	\$ 7,957,000			
6. Difference between Total Council Budget and Basic State Grant Award	\$ 1,000			
7. Cash Reserve	\$ 1,750,000			
8. Estimated Unexpended Funds Available for the Council to Spend	\$ 345,000			

FEBRUARY 17, 2023

**AGENDA ITEM 7.
INFORMATION ITEM**

**ADMINISTRATIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Out-of-State Travel (OST) Restriction Update

Members will be provided an update on the state's travel restrictions pertaining to California's Travel Prohibition list.

Pursuant to Gov. Code, § 11139.8, subd. (a)(5) and SCDD Policy #1-460, Arizona, Georgia, Indiana, Louisiana, and Utah have been added to the state's travel prohibition list. Therefore, SCDD Policy #1-460 has been updated to reflect this. A copy of the updated SCDD policy is being provided to members.

Attachment
SCDD Policy 1-460

Adopted by Council: XXXXXXXXX

Federal Law: No State Law: Yes

TRAVEL OUT OF STATE

Purpose:

To provide Councilmembers with the annual Out-of-State Travel policy and procedures.

Authority/Reference:

Governor's Executive Order B-06-11

Government Code, § 11139.8

Travel and Expense Planning and Reimbursement Policy.

Applies To:

Councilmembers

POLICY

Policy Statement

Governor's Executive Order B-06-11 states that no travel, either in-state or out-of-state, is permitted unless it is mission critical or there is no cost to the state.

Mission critical means travel that is directly related to:

- Enforcement responsibilities
- Auditing.
- Revenue collection.
- A function required by statute, contract or executive directive.
- Job-required training necessary to maintain licensure or similar standards required for holding a position.

For the State Council on Developmental Disabilities (SCDD), this means that travel directly related to federal requirements such as the following items would be considered mission critical: meetings or training fulfilling a requirement of a federal grant or to maintain federal grant funding; requests by the federal government to appear before committees; required attendance at any litigation or compliance related events (e.g. interviews, depositions, or testimony) related to federal funding.

For example, to stay in good standing with SCDD's federal funding agency, the U.S. Administration on Intellectual and Developmental Disabilities (AIDD), the SCDD Chairperson (or designee) and the SCDD Executive Director (or designee) should attend the National Association of Councils on Developmental Disabilities (NACDD) annual in-person training. Generally, travel for this NACDD training is the only mission critical out-of-state travel required of any Councilmembers. However, there may be an exception if a particular trip's purpose is to maintain compliance with SCDD's AIDD basic state grant contract. The Executive Director in consultation with Legal Counsel will make this determination.

Additionally, the following states are currently subject to California's ban on state-funded and state-sponsored travel:

Alabama
Arizona
Arkansas
Florida
Georgia
Idaho
Indiana
Iowa
Kansas
Kentucky
Louisiana
Mississippi
Montana
North Carolina
North Dakota
Ohio
Oklahoma
South Carolina
South Dakota
Tennessee
Texas
Utah
West Virginia

Please visit the Attorney General's prohibited state travel website at <https://oag.ca.gov/ab1887> for the most current list of prohibited states.

Furthermore when traveling, the Chairperson (or designee) shall comply with the rules set forth in SCDD's Travel and Expense Planning and Reimbursement Policy.