



DATE

Name

Address1

Address2

City, State, Zip

INVITATION LETTER

Dear NAME:

The State Council on Developmental Disabilities (SCDD/Council) is established by federal and state law to ensure that individuals with developmental disabilities and their families participate in the planning, design and receipt of the services and supports they need to promote increased independence, productivity, inclusion, and self-determination. One of ways the Council achieves this is through its committee work.

We thank you for your interest in joining our committee. Following a selection process, we are pleased to invite you to join the Council's Employment First Committee (EFC) as a SPECIALTY NAME subject matter expert. EFC is a SCDD standing committee created by statute and is responsible for identifying and promoting strategies that increase the number of individuals with intellectual and/or developmental disabilities who engage in competitive integrated employment.

Specifically, EFC is tasked with advancing competitive integrated employment (CIE) for people with developmental disabilities by:

- identifying the roles and responsibilities of state and local agencies that enhance employment for people with I/DD
- identifying strategies and best practices for increasing employment including transition practices
- identifying sources of employment data and recommended approaches for measuring progress
- identifying demographic data that can be matched to employment outcomes
- recommending goals for measuring employment participation and outcomes for various people with developmental disabilities across service systems

"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."

NAME
Page 2
March 28, 2023

- recommending legislative, regulatory and policy changes for increasing the number of people with I/DD in integrated employment

EFC meets quarterly with smaller workgroup meetings occurring in between quarterly meetings. By expanding the committee's membership to include subject matter experts like yourself, EFC hopes to advance CIE in a notable way. Please note the below responsibilities and expectations of committee members:

- **Attending quarterly meetings.** Quarterly meeting schedules are announced at the beginning of the year. Meetings usually occur on Thursdays and typically run from 10:00 am to 4:00 pm Pacific time, with a lunch break.
- **Reviewing meeting packets and preparing for voting items.** Prior to quarterly meetings, SCDD staff will prepare meeting packets for members to orient everyone to content to be discussed, with voting items designated. By reviewing the packet ahead of time, we hope committee members can be prepared to contribute meaningfully and make decisions.
- **Participating in workgroups and/or actions outside of quarterly meetings.** To make progress and fulfill the tasks delineated in our mandate, it is expected that committee members will spend time outside of quarterly meetings to further this work.
- **Assist in the planning and writing of the EFC annual report, including making recommendations to the legislature.** Committee members' cooperation and engagement in summarizing the work of the EFC is critical to driving legislative progress.

With the deadline approaching for the elimination of subminimum wages or 14 (c), now is an important time for EFC, who will be leading in making recommendations for the phase out of subminimum wage and transition to competitive integrated employment (CIE). We hope you will join us in our efforts to make equitable changes in employment for the disability's community.

Sincerely,

Wesley Witherspoon
Council Chair

Julie Gaona
Employment First Committee Chair