

NOTICE/AGENDA

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE COMMITTEE MEETING

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MEETING ID: 812 9135 1911

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CALL IN NUMBER: (888)-475-4499 or (877)-853-5257

MEETING ID: 812 9135 1911

DATE: June 20, 2023

TIME: 10:30 AM – 2:00 PM

COMMITTEE CHAIR: Lee Bycel

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

	This item is for members of the public to provide comments and/or present to this body on matters not listed on the agenda. There will be up to 20 mir allocated to hear from the public with each person allotted up to 3 minutes comment.	nutes
	Additionally, there will be up to 10 minutes allocated to hear from the publi agenda item, with each person allotted up to 1 minute to comment.	ic on each
Item 5.	SCDD STAFF SPOTLIGHT: MICHELLE CAVE AND VERONICA BRAVO	Page 5
Item 6.	APPROVAL OF FEBRUARY 2023 MINUTES VMTE	Page 6
Item 7.	SPONSORSHIP REQUEST VMTE Ken DaRosa, Chief Deputy Director A. Special Needs Resource Foundation of San Diego	Page 12
Item 8.	CONFLICT OF INTEREST WAIVER REQUESTS VMTE Page 22 Brian Weisel, Legal Counsel A. Elizabeth Espinosa, Board Member, Westside Regional Center B. Lilian Martinez, Board Member, North Los Angeles County Regional Center C. Patrick McCarthy, Board Member, Far Northern Regional Center D. Nicole Turofsky, Board Member, Tri-Counties Regional Center	
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Item 4. PUBLIC COMMENTS

The next meeting of the Executive Committee will be on August 22, 2023.

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 Yaritza Sanchez at (916)-207-2856 or yaritza.sanchez@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.

AGENDA ITEM 4. INFORMATION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

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 agenda item, with each person allotted up to 1 minute to comment.

AGENDA ITEM 5. INFORMATION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD Staff Spotlight: Michelle Cave & Veronica Bravo

The Executive Committee is recognizing two SCDD staff members. This will provide Committee members with an opportunity to learn more about SCDD's staff, their roles throughout the organization and some of their personal interests or aspirations. This month's Spotlight will feature a short presentation from Public Information Officer Michelle Cave and Policy Analyst Veronica Bravo.

Handout(s)

May be handouts the day of the meeting.

AGENDA ITEM 6.

ACTION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of February 2023 Minutes

The draft minutes from the February 21, 2023, Executive Committee meeting have been included in the packet for review. Committee members will vote on whether to approve the minutes.

Attachment

February 2023 Executive Committee meeting minutes

Action Recommended

Approve the February 2023 meeting minutes.



DRAFT Executive Committee Meeting Minutes February 21, 2023

Members Attending

Kilolo Brodie-Crumsey (FA)
Lee Bycel, Chair (FA)
Harold Fujita (FA)
Julie Gaona (SA)
Kara Ponton (SA)
Wesley Witherspoon (SA)

Members Absent

Nicole Adler (SA) Harold Ashe (FA) Viviana Barnwell (SA)

Others Attending

Rihana Ahmad Aaron Carruthers Michelle Cave Ken DaRosa Riana Hardin Robin Maitino-Erben Yaritza Sanchez Brian Weisel

1. CALL TO ORDER

Executive Committee Chair Lee Bycel called the meeting to order at 10:32 A.M.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

There were no public comments on this item.

5. APPROVAL OF OCTOBER 2022 MEETING MINUTES Action 1

It was moved/seconded (Witherspoon [S.A.]/Ponton [S.A.]) and carried to approve the October 2022 meeting minutes as presented. (Passed unanimously, see page one for list of members present.)

6. SPONSORSHIP REQUESTS

Chief Deputy Director Ken DaRosa presented one sponsorship request for the Committee's consideration.

The request for \$1,500 was from the CHOICES Institute. If approved, the requested funding would be utilized to offset the costs for the speakers and the performance by the Advocates at their Roller Coaster of CHOICES- the Ups & Downs of Your CHOICES 2023 Conference. They were awarded a sponsorship from SCDD in 2015 and 2018 for this event.

The Chair reopened the discussion to accommodate questions before returning to the vote.

Action 2

It was moved/seconded (Fujita [F.A.]/Ponton [S.A.]) and carried to approve the CHOICES Institute sponsorship request in the amount requested. (Passed by roll call, see page one for list of members present.)

7. CONFLICT OF INTEREST WAIVER REQUESTS

Legal Counsel Brian Weisel presented seven conflict of interest waiver requests for the Committee's consideration. There was six renewal requests (Diane Larson, William Lewis, Laura Oakes, Ana Quiles, Rocio Sigala, and Susan Xiong) and one new request (Valerie De La Rosa). Detailed conflict of interest mitigation plans for each request were provided in the meeting packet.

Action 3

It was moved/seconded (Gaona [S.A.]/ Witherspoon [S.A.]) and carried to approve the conflict-of-interest waiver requests for Diane Larson (Redwood Coast Regional Center), William Lewis (Redwood Coast Regional Center), Laura Oakes (San Diego Regional Center), Ana Quiles (North Los Angeles County Regional Center), Rocio Sigala (North Los Angeles County Regional Center), Susan Xiong (Central Valley Regional Center), Valerie De La Rosa (Central Valley Regional Center). (Passed unanimously, see page one for list of members present.)

8. COUNCIL BYLAWS: PROPOSED AMENDMENTS & UPDATES

The Chair announced a change to the agenda order and moved item 9 to occur after item 7.

Legal Counsel Weisel presented the recommended updates and amendments to the Council's Bylaws, including a proposed new Plain Language Guide. The

Bylaws, which govern the Council's operations, were last reviewed, and amended in May 2018. The Executive Committee, in collaboration with Legal Counsel, identified areas for updates. Some of the changes were technical, such as incorporating the use of gender-neutral pronouns. Additionally, more substantial revisions were made to align the Bylaws with the evolving practices of the Council over the past five years, taking into account the impact of the pandemic on their work. The revisions ensure that all current practices align with the established rules.

A comprehensive list of proposed updates/changes made to the Bylaws and the plain language version can be accessed at https://scdd.ca.gov/councilmeetings/.

Action 4

It was moved/seconded (Fujita [F.A.]/ Brodie-Crumsey [F.A.]) and carried to approve the suggested amendments to the Council's Bylaws and Plain Language Guide to send to the full Council for their review and approval. (Passed unanimously, see page one for list of members present.)

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

The Chair announced a change to the agenda order and moved the out-of-state travel restriction update to occur after item 8.

Legal Counsel Weisel provided the Committee with an update on the State of California's travel prohibition list, which added Arizona, Georgia, Indiana, Louisiana, and Utah to the list. SCDD Policy #1-460 was updated to reflect the addition of new states.

10. SSAN MEMORANDUM OF UNDERSTANDING (MOU)

The Chair announced a change to the agenda order and moved SSAN Memorandum of Understanding to occur after item 9.

The Statewide Self-Advocacy Network (SSAN) has a Memorandum of Understanding (MOU) with the Council that was signed in 2017, and later updated in 2020. It defines the relationship between the SCDD and the SSAN and is reviewed every three years. Executive Director Carruthers presented the proposed revisions to the MOU that were suggested by SSAN members at their last meeting in December. Majority of the proposed edits were to shift language to be more person-centered and inclusive, to incorporate the role of the State Plan and Self-Advocacy manager, and adding language on virtual meetings. A

copy of the updated MOU and the suggested updates can be found in the meeting packet located at https://scdd.ca.gov/councilmeetings/.

Action 5

It was moved/seconded (Witherspoon [S.A.]/ Gaona [S.A.]) and carried to adopt the changes to the SSAN Memorandum of Understanding (MOU). (Passed unanimously, see page one for list of members present.)

11. SCDD BUDGET UPDATE

Chief Deputy Director Ken DaRosa presented an overview of the 2022-2023 budget, highlighting the major spending categories and the complexities of managing overlapping fiscal years. The approved budget for the previous year was \$7,956,000, with a slight difference of about \$1,000 from the Basic State Grant Award. The current budget shows that approximately 53% of the overall budget remains, with similar percentages in personal services and operating expenses. The proposed budget for 2023-2024 included adjustments based on past spending and reductions to various line items. Net salaries and wages have a modest increase, while reductions are projected for general expenses, communications, and travel. Executive Director Carruthers expressed confidence in meeting the Council's expenses and requirements while still having some carry-over funding.

For additional information on the budget, please access the meeting packet found at https://scdd.ca.gov/councilmeetings/.

Action 6

It was moved/seconded (Fujita [F.A.]/ Witherspoon [S.A.]) and carried to increase the community grants by \$40,000 from one-time unexpended dollars and approve the FY 2023-24 proposed SCDD budget to send to the full Council for consideration. (Passed unanimously, see page one for list of members present.)

12. EXECUTIVE DIRECTOR REPORT

The Executive Director recognized Michelle Cave, SCDD's Public Information Officer, for her successful coordination of the Black History Month campaign. The campaign centered on the theme of black resistance, utilizing social media to showcase the contributions of prominent Black Americans with disabilities, including Johnnie Lacy, Leroy F. Moore, Jr., Bessie Blount, Thomas Greene "Blind Tom" Wiggins, and Lois Jeanette Curtis.

He also provided an update on SCDD's endeavors in strategic grants and partnerships, emphasizing the opportunities that have arisen at the federal level. Within Employment, two significant grants were highlighted: the National Expansion of Employment Opportunities Network (NEON) from the US Department of Labor, which offers 200 hours of technical assistance on competitive integrated employment, and the SWTCIE Grant of \$15 million from the US Department of Education. The SWTCHIE Grant aims to phase out subminimum wage for competitive integrated employment, aligning with California's work under SB 639. Additionally, SCDD was awarded the Bridging Aging and Disability Community of Practice Grant by the National Association of Councils on Developmental Disabilities (NACDD). The grant supports the advancement of California's master plan on Aging. The Department of Developmental Services and the Department of Aging are leading this effort in close collaboration with SCDD.

Larry Yin, the Council's representative from USC, applied for service access and equity grants from the Department of Developmental Services to establish a public health Consortium. The consortium aims to expand the scope of pandemic-related work to address other health areas, including Mpox and HIV, and develop a curriculum for a Master's program focusing on the health needs of individuals with IDD. SCDD is actively pursuing additional grants, including those focused on Plain Language trainings by self-advocates, creating a Community of Practice to promote Supported Decision Making among youth, and seeking assistance from the California Office of Data Innovation to enhance data analytics for Qualtrics.

The Executive Director commended State Plan Manager Rihana Ahmad for developing an online grant application portal. It was designed to streamline the submission process and enhance the Council's access to necessary information.

13. ADJOURNMENT AND NEXT MEETING DATE

The next Executive Committee meeting will be held on April 18, 2023. Meeting adjourned at 1:43 P.M.

AGENDA ITEM 7.

ACTION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Sponsorship Request

Chief Deputy Director Ken DaRosa will present one sponsorship request for the Committee's consideration. The sponsorship is from the Special Needs Resource Foundation of San Diego.

Following Chief Deputy DaRosa's presentation, members will vote on whether to approve the request.

Attachment

Special Needs Resource Foundation of San Diego Application Package

Action Recommended

Approve the sponsorship request from the Special Needs Resource Foundation of San Diego.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Special Needs Resource Foundation of San Diego

AMOUNT: \$1,500.00

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

ANALYSIS/DISCUSSION: Special Needs Resource Foundation of San Diego is requesting a sponsorship for their 6th annual All-Inclusive Day of Play & Resource Fair. The objective of this event is to make sure kids of all abilities have a great time while parents can gather resources and have their questions answered about what services are available to help their children with special needs. The event is scheduled for July 14, 2013.

Parents can get specific information about their child's diagnosis and get immediate answers to their questions. With over 70 booths, they have a wide variety of services represented. Also, their booth vendors network with each other and learn about other resources available that they can refer their patients to. By connecting advocates directly to the clients they serve, they can also get a better understanding of the questions parents are asking and any gaps in services that they can help fill.

This is a free, all-inclusive community event open to everyone who would like to attend. While the majority of the vendors are nonprofit organizations who offer services to families with children with special needs, they also have many for profit vendors, since families of children with special needs often have a typical sibling as well. They expect approximately 750 attendees

SCDD's funds would be utilized to offset the costs for signage, advertising, promotion and marketing.

They received a sponsorship from SCDD in 2020, 2021 and 2022 for this event.

For past events, they were awarded funding for the costs of signage and advertising.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Goal 3.2-The Council will engage in 100 projects and events in the areas of employment, education, housing, health/safety, and emerging issues, reaching 25,000 people (family/self advocates/others) with information and resources to enhance their knowledge and increase their capacity to obtain supports and services that are important to them.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2023-24 the Council has awarded \$0 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2023.

STAFF RECOMMENDATION: Approve Special Needs Resource Foundation of San Diego's request for sponsorship.

ATTACHMENTS(S): Special Needs Resource Foundation of San Diego's request for sponsorship.

PREPARED: Kristie Allensworth June 5, 2023

SCDD EVENT Sponsorship Application Checklist

The checklist below will help you identify the information needed to complete the sponsorship request application. We suggest you print this page to use while you gather information for the sponsorship application.

To allow sufficient time for processing and review, we recommend that sponsorship requests be submitted at least 3 months before an event. Please submit this checklist with the sponsorship request application.

Mail sponsorship applications to:

State Council on Developmental Disabilities 3831 N. Freeway Boulevard, Suite 125 Sacramento, California 95834 Submit via email to: kristie.allensworth@scdd.ca.gov

Information Checklist

♦ Name of your Company/Organization

Special Needs Resource Foundation of San Diego, EIN #46-4543603

♦ Name of Project/Event/Program

6th Annual All-Inclusive Day of Play & Resource Fair

♦ Project/Event Date

July 14, 2023

♦ Contact Name

Linda Bay, Event Coordinator

♦ Contact Email, Address and Phone Number

<u>Linda@sandiegofamily.com</u>

1475 6th Avenue, Suite 511, San Diego, CA 92101 619-685-6970 www.SNRFSD.org

◆ Amount of Funding Requested

♦ Approximate Total Cost of Project/Event

\$10,461.00

♦ How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized.

On July 14 we will hold our 6th annual All-Inclusive Day of Play & Resource Fair. We will hold this event at Miramar College at the Miramar Hourglass Recreation Center, 10440 Black Mountain Rd, San Diego, CA 92126.

SCDD funds would be used to pay for signage, advertising, marketing and promotion. We post 3 banners on Miramar campus prior to the event. All sponsors receive signage at their booth. We also purchase advertising for this event in San Diego Family Magazine and purchase an enewsletter to reach their readers.

This event is so important because we connect families who are looking for resources directly with advocates. We are the only event like this in San Diego. Parents can get specific information about their child's diagnosis and get immediate answers to their questions. With over 70 booths, we have a wide variety of services represented. Also, our booth vendors network with each other and learn about other resources available that they can refer their patients to. We also purposely hold this event during the week. This typically allows actual owners and staff to attend this event, instead of weekend hired help. The benefit we found is that the booth vendors are engaged at the event and extremely knowledgeable about the services they offer, which in turn benefits the parents. By connecting advocates directly to the clients they serve, they can also get a better understanding of the questions parents are asking and any gaps in services that they can help fill.

♦ Event/Program Objectives

The All-Inclusive Day of Play & Resource Fair follows the mission statement of the Special Needs Resource Foundation of San Diego (SNRFSD), which is to connect families (and individuals) with disabilities to resources, services and opportunities while encouraging an inclusive community and enhancing quality of life. The objective of this event is to make sure kids of all abilities have a great time while parents can gather resources and have their questions answered about what services are available to help their children with special needs. The Miramar Hourglass Rec Center was selected because it is accessible to everyone, it is centrally located in San Diego County and is fully air-conditioning to accommodate our attendees and vendors in the hot month of July. Part of the event focuses on parent education. Our vendors interact with parents and inform them of their services and answer

questions. They provide handouts, pamphlets, fliers and informative material about their services, how to access them, where they are located, and how they can specifically help their child. Each table/booth is strongly encouraged to have a fun, child-centered activity that compliments their services. The other part of this event emphasizes FUN! We have games and activities appropriate for all ages and abilities. Games are geared toward reaching children of every ability, including sensory activities and gross motor play for children with physical challenges. We are providing a safe place where families who have children with special needs and typical children can have fun together. We also have awareness activities, including a wheelchair obstacle course for the physically-abled, led by children who use a wheelchair every day. The purpose of this activity is to help make typical kids aware of and understand the challenges that kids with a disability face on a daily basis. We have a DJ who provides music and entertainment throughout the event. Occasionally we have performances from kids of all abilities including wheelchair dancing, choirs, karate demos and dance teams. There will be raffle prizes available to attendees who visit each of the booths. Prizes will include donated services from the providers in attendance and various donated games, toys and books. There are several short videos highlighting this event on our website: www.SNRFSD.org.

♦ Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members.

This is a free, all-inclusive community event open to everyone who would like to attend. While the majority of the vendors are nonprofit organizations who offer services to families with children with special needs, we also have many for profit vendors, since families of children with special needs often have a typical sibling as well. We expect around 750 attendees and 70 vendor booths.

♦ How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers?

We do not have presenters or panelists, just individual booths.

♦ A list of other sponsors/major contributors.

Our 2022 event was sponsored by First 5 San Diego, SCDD and The County Friends. Our sponsored areas were supported by Joshua's Pest Control, EFRC, Brightside Law Group, UCSD Autism Center for Excellence, Children's Primary Dental Group, Children's Physicians Medical Group, Law Office of Meagan Nunez, Hope Comprehensive Center for Development, Maraya Performing Arts, South County SELPA, SDRC, SDG&E, Cortica, 365 Home Care, ARCC Center, Positive Behavior Supports, Neighborhood House, Compass Charter, MeBe San Diego, The Super Dentists, Law Offices of Mathew Storey, Harmony Home Medical, CSD Autism Services, Maxim Healthcare, Valiant Partners, Comprehensive Autism Center, Jersey Mike's Subs and

Belmont Park. Vendors included Brain Balance, Plaxo Adaptive, TERI, TideSpeak, East County SELPA, Fred Finch, NFAR, Sanford Autism Consulting, Shiley Eyemobile and more.

Our 2021 event was sponsored by SCDD, First 5 San Diego and Pala Band of Mission Indians. Our sponsored areas were supported by Brightside Law Group, Trumpet Behavioral Health, Hope Comprehensive Center for Development, Law Office of Meagan Nunez, CSD Autism Services, Law Office of Matthew Storey, Best S.T.E.P Forward, Harmony Home Medical, Valiant Partners, Comprehensive Autism Center, Shore Buddies, Maxim Healthcare, UCSD Autism Center of Excellence, Children's Physician Medical Group & Children's Primary Dental. Vendors included Sanford Autism Consulting, County of SD HHSA, ARCC Center, NFAR, SUNRISE Therapies, TideSpeak Language & Speech Therapy, Toward Maximum Independence, Noah Homes, The ARC of SD, Fred Finch, Brain Balance UCSD Neurosciences, and more.

Our 2020 event was sponsored by SCDD, First 5 San Diego and Maxim Healthcare. Our sponsored areas were supported by Hope Comprehensive Center for Development, Law Office of Meagan Nunez, JUVO Autism + Behavioral Health Services and San Diego Family Magazine. Vendors included A.R.C.C. Center, Autism Speaks, Children's Physician Medical Group, Foster & Adoptive Resource Family Services, Fred Finch Youth Center, Gateway Learning Group, Marcus Family Law, Rolling With Me, Special Education Collaboration Project, THINK Therapy Center, Together We Grow Pediatric Day Healthcare, Usborne Books and Xcite Steps.

All event sponsors will have their logo included on all marketing materials including fliers, banners, signage, e-newsblasts, social media posts, advertising, etc. Sponsors will receive a free booth at our event and shout outs throughout the day. We will include fliers or brochures from sponsors in event backpacks and goody bags that are handed out to all attendees. Sponsor names and logos will be included on our event program handout.

♦ How you will conduct outreach to increase consumer and family involvement in the conference?

Our first All-Inclusive Day of Play & Resource Fair in 2018 had 40 vendors and approximately 100 attendees. Our 2019 event had 65 vendors and over 700 attendees. COVID-19 limited our 2020 event to 21 vendors and close to 200 attendees. Our 2021 event had 52 booths and 500 attendees. Our 2022 event had 65 booths and 700 attendees. Our event is growing by word of mouth and with the help of our vendors. We also added radio and TV spots for the 2019 event, along with advertising in San Diego Family Magazine, on our website, through our enewsletters and through social media. Our advertisers in our free, annual Flourishing Families resource guide also help us spread the word, along with our community partners.

♦ Have you included a complete and total budget, including the amount you are requesting (\$1,500 limit), details on the amount and sources of other funds solicited or obtained?

^{*}Attached. SCDD funds would be used for signage, advertising, promotion and marketing.

\$1,482 event signage and banner updates \$1,729 Advertising, marketing, promotion

We are asking for event sponsorship from First 5 San Diego, The Country Friends, the Ella Fitzgerald Charitable Foundation and the County of San Diego. We also offer sponsorship opportunities at the event.

♦ Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received?

We received a sponsorship from SCDD in 2020, 2021 and 2022 for this event.

♦ Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy?

Attached.

SNRFSD Day of Play Expenses 2023

\$1,000	Venue rental & Insurance
\$1,000	Bag Giveaway
\$800	K&J Rentals – tables/chairs
\$1729	Promotion SDFM
\$700	New Games/booths
\$1482	Signage - Signarama
\$1000	Craft Supplies
\$500	DJ
\$500	Photographer
\$250	ShopAble area
\$300	Rent UHaul & Gas
\$200	MISC – drinks/batteries
\$9,461	TOTAL

SCDD Grant Request

\$729	1/6 page ad
\$1000	Dedicated eblast
\$1407	50 coroplast signs
\$75	3 vinyl banner updates
\$3,211	Total
-\$1,500	SCDD Sponsorship
\$1,711	Remaining balance

State Council on Developmental Disabilities 3831 N. Freeway Boulevard, Suite 125 Sacramento, California 95834 kristie.allensworth@scdd.ca.gov

Dear SCDD Team:

It is my pleasure to provide this letter of recommendation for "Day of Play" in support of the work they do for our special needs community in San Diego.

I am the Co-Founder of Mapigator Inc. Mapigator is a social enterprise startup tech company that has a mission to expand the diversity, inclusion, and accessibility of businesses. Mapigator's business-listing platform is designed to enable businesses to promote their diverse product offerings and services. The platform allows businesses to promote amenities that equip those who have visible and invisible disabilities or specific needs. I also run the Facebook group "Count Me In", a group of 1500+ San Diego caregivers of people with disabilities who share advice on services and businesses in San Diego with each other. Our goal is to create a more inclusive community.

For the past three years, Day of Play has brought great value to our organization and the community we serve. During that time, they consistently shared information, activities, support and insights to assist with family self-advocacy in the special needs community as well as providing the larger community a better understanding of disabilities. Day of Play has been an essential way for our organization to connect with the community that needs our services. The last couple of years I was fortunate to take photos of children with and without disabilities at the event enjoying activities together in an inclusive environment. It was a very powerful vision for me, especially as a mother of a child who has multiple disabilities. The group that facilitates Day of Play obviously has a solid understanding of disability and the barriers that often confront this population. Their input inspires me and those I see at the event, to go beyond acceptance and create inclusion and elevate to a better society. Day of Play is both a fun and purpose-driven event, I know that it will continue to bring the same high-level socially responsible impact it has in the past.

While the Day of Play team and I began our relationship as business associates working on an event to help create inclusion, I have come to respect and admire them for their sincerity, ingenuity, and integrity and am impresses by their ability to connect with the community at all levels. We are fortunate to have the work they do here in San Diego, I highly recommend Day of Play for any possible funding through SCDD

Sincerely,

Linda Burritt Co-Founder, Mapigator Founder,

Phone: 619-888-3110 • Email: linda@Mapigator.net • www.mapigator.com

AGENDA ITEM 8.

ACTION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Conflict of Interest Waiver Requests

Legal Counsel Brian Weisel will present conflict of interest waiver requests from the following members:

- A. Elizabeth Espinosa, Board Member, Westside Regional Center
- B. Lilian Martinez, Board Member, North Los Angeles County Regional Center
- C. Patrick McCarthy, Board Member, Far Northern Regional Center
- D. Nicole Turofsky, Board Member, Tri-Counties Regional Center

Committee members will vote on whether to approve these requests.

Attachments

Staff analysis detail sheets for Regional Center Board Members Elizabeth Espinosa, Lilian Martinez, Patrick McCarthy and Nicole Turofsky.

Action Recommended

Approve the conflict of interest waiver requests.

COUNCIL AGENDA ITEM DETAIL SHEET - RENEWAL

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions Code sections 4500 et seq., the Lanterman Act requires regional centers to submit conflict of interest statements and proposed resolution plans to the Department of Developmental Services (DDS) and the Council.¹ The Director of DDS may waive conflict of interest requirements of a contracting agency (i.e., a regional center) with approval of the State Council.²

The Council is being presented with information reviewed under the existing SCDD criteria and process approved by the Council. This approach provides for staff analysis of regional center conflict of interest issues.

Elizabeth Espinosa, Board Member, Westside Regional Center:

Elizabeth Espinosa is a member of the Westside Regional Center (WRC). Ms. Espinosa provides personal assistance services for her brother, who is a client of WRC. Ms. Espinosa received payment for her services from Mains'l. WRC has a small operations contract with Mains'l. WRC advises that it has received approval from its Board of Directors regarding this waiver.

WRC has a public member recruitment and appointment process which is subject to public review and engagement. The regional center recruits prospective board members by advertising internally within WRC, with their community partners, vendors, at committee and other community meetings, and through public forums such as their website, board meetings, and mass mailings. The Nominating Committee recommends new members to the Board, and the Board makes the final determination at an open meeting.

The Council previously approved waivers submitted by Ms. Espinosa in 2019 and 2021.

¹ Welf. & Inst. Code § 4626, subd. (/).

² Welf. & Inst. Code § 4628.

Conflict of Interest Elizabeth Espinosa Page 2

DISCUSSION:

<u>Conflict of Interest</u>: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the board member, or a family member of a regional center board member, holds any of the below positions for a provider:

- (1) a governing board member;
- (2) a board committee member;
- (3) a director;
- (4) an officer;
- (5) an owner;
- (6) a partner;
- (7) a shareholder;
- (8) a trustee;
- (9) an agent;
- (10) an employee;
- (11) a contractor;
- (12) a consultant;
- (13) a person who holds any position of management; or
- (14) a person who has decision or policy making authority.

Mr. Espinosa's conflict of interest arises because she provides services to her brother, who is a WRC client, and payment for those services is received from a WRC provider.⁴ To address the conflict, Ms. Espinosa submitted the following Conflict of Interest Resolution Plan (Plan):

- 1. Ms. Espinosa will take no action as a Board or Committee member on any matter that would impact Mains'l or any competitor service provider (i.e. providers of Personal Assistance services or Respite, Socialization Training, Homemaker Services, Fiscal Management Services(FMS), and FMS Respite and Day Care.) Specifically, she will recuse herself from any vote on any matter that would impact Mains'l or any competitor service provider.
- 2. Ms. Espinosa will cease taking action on any matter that would impact Mains'l or any competitor service provider.

³ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

⁴ Cal. Code Regs., title 17, § 54520(a)(10).

- 3. Ms. Espinosa will not participate in the vote to approve any report, plan, opinion, recommendation or action regarding Mains'l or any competitor service provider or any actions creating policy or approaches that would impact Mains'l of any competitor service provider.
- 4. Ms. Espinosa will not participate in referrals or placement for Mains'l or any competitor service provider. For any client served by Mains'l or any competitor service provider, she will not participate in any review or discussion of any client's service issues brought to the attention of the Board; rather, such tasks will be addressed by other Board members or regional center employees.
- 5. Ms. Espinosa will not participate in any decisions about Purchase of Service authorizations for Mains'l or any competitor service provider.
- 6. Ms. Espinosa will not participate in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Mains'l or any competitor service provider.
- 7. Ms. Espinosa will not create or review any corrective action plans for Mains'l or any competitor service provider.
- 8. Ms. Espinosa will not participate in any action or resolution of any complaints pertaining to Mains'l or any competitor service provider.
- 9. Ms. Espinosa will take no part in decisions regarding vendor appeals, or fair hearings involving Mains'l or any competitor service provider.
- 10. Ms. Espinosa will not access vendor files the regional center maintains about Mains'l, either in electronic or hard copy form or any competitor service provider.

- 11. Ms. Espinosa shall not participate in approving any policies that apply to Mains'l or any competitor service provider. Instead, these tasks will be the responsibility of the other Board members.
- 12. Ms. Espinosa will not be involved in the approval of WRC to a course of action involving Mains'l or any competitor service provider.
- 13. The WRC Board of Directors will be informed about this Plan of Action, and the Directors will be informed of the need to ensure that Ms. Espinosa shall have no involvement in any action involving or affecting Mains'l or any competitor service provider.
- 14. Finally, WRC will also ensure the Mains'l is informed of this Plan to ensure that there is no expectation that Ms. Espinosa, in her role as a WRC Board and Committee member, can take part in actions that impact Mains'l.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Espinosa's employment with a WRC vendor. The prior Plan submitted by Ms. Espinosa that was approved by the Council contained the same provisions to address the potential conflicts.

STAFF RECOMMENDATION: Reapprove Ms. Espinosa's waiver request.

PREPARED BY: Legal Counsel Brian Weisel, June 6, 2023.

COUNCIL AGENDA ITEM DETAIL SHEET - RENEWAL

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., the Lanterman Act requires regional centers to submit conflict of interest statements and proposed resolution plans to the Department of Developmental Services (DDS) and the Council. The Director of DDS may waive conflict of interest requirements of a contracting agency (i.e., a regional center) with approval of the State Council.²

The Council is being presented with information reviewed under the existing SCDD criteria and process approved by the Council. This approach provides for staff analysis of regional center conflict of interest issues.

Lilian Martinez, Board Member, North Los Angeles County Regional Center:

LIllian Martinez is currently the Secretary of the Board of the North Los Angeles County Regional Center (NLARC). Ms. Martinez's father, Roberto Amaris, is a respite worker for Caring Family Supports, a NLARC vendor. In that capacity, Amaris provides services to Arias's grandson, who is a NLARC consumer. Information regarding the NLARC Board's recruitment and appointment process is available at https://www.nlacrc.org/home.

The Council previously approved waiver requests for Ms. Martinez under similar circumstances in 2022, 2020, 2019, and 2017.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the board member, or a family member of a regional center board member, holds any of the below positions for a provider:

- (1) a governing board member;
- (2) a board committee member;
- (3) a director;

¹ Welf. & Inst. Code § 4626, subd. (/).

² Welf. & Inst. Code § 4628.

³ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

Conflict of Interest - RENEWAL Lillian Martinez
Page 2

- (4) an officer;
- (5) an owner;
- (6) a partner;
- (7) a shareholder;
- (8) a trustee;
- (9) an agent;
- (10) an employee;
- (11) a contractor;
- (12) a consultant;
- (13) a person who holds any position of management; or
- (14) a person who has decision or policy making authority.

Ms. Martinez's conflict of interest arises because her father is a respite worker for a NLARC vendor.⁴ To address the conflict, Ms. Martinez resubmitted the following Conflict of Interest Resolution Plan (Plan):

- Ms. Martinez will have no interaction as a board member with any matter that might impact Caring Family Supports, and specifically she will recuse herself from any vote on any matter that could impact Caring Family Supports.
- 2. Ms. Martinez will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Caring Family Supports or any actions creating policy or approaches that would impact Caring Family Supports and other respite vendors.
- Ms. Martinez will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service authorizations for Caring Family Supports and other respite vendors.
- 4. Ms. Martinez will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to

⁴ Cal. Code Regs., title 17, § 54520(a)(10).

Conflict of Interest - RENEWAL Lillian Martinez Page 3

Special Incident Reports from or about Caring Family Supports and other respite vendors.

- 5. Ms. Martinez will not create, review, or in any way participate as a board member in, any corrective action plans for Caring Family Supports and other respite vendors.
- 6. Ms. Martinez will not participate as a board member in any discussions, recommendations, action or resolution of any complaints pertaining to Caring Family Supports and other respite vendors.
- 7. Ms. Martinez will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Caring Family Supports and other respite vendors.
- 8. Ms. Martinez will not as a board member access vendor files or other information the regional center maintains about Caring Family Supports and other respite vendors, either electronic or hard copy form.
- 9. Ms. Martinez shall not participate as a board member in developing, creating, or recommendation any POS policies, or other policies, that might apply to Caring Family Supports and other respite vendors. Instead, these tasks will become the responsibility of the other board members.
- 10. Ms. Martinez will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Caring Family Supports and other respite vendors.
- 11. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms.

 Martinez has no involvement whatsoever in any action or business

Conflict of Interest - RENEWAL Lillian Martinez
Page 4

whatsoever involving or affecting Caring Family Supports and other respite vendors.

12. These restrictions only apply to Caring Family Supports and policies impacting other respite vendors. The bulk of Ms. Martinez's duties with regard to a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Caring Family Supports. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Martinez provides to the NLACRC Board.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon the respite services Ms. Martinez's daughter provides to a NLARC vendor. The two prior Plans for Ms. Martinez were approved by the Council and contained the same provisions to address the potential conflict. NLARC has advised that Ms. Martinez is a valued and productive member of the Board. Accordingly, the staff recommendation is to approve Ms. Martinez's waiver request.

STAFF RECOMMENDATION: Approve Ms. Martinez's waiver request.

PREPARED BY: Legal Counsel Brian Weisel – June 7, 2023.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., the Lanterman Act requires regional centers to submit conflict of interest statements and proposed resolution plans to the Department of Developmental Services (DDS) and the Council.¹ The Director of DDS may waive conflict of interest requirements of a contracting agency (i.e., a regional center) with approval of the State Council.²

The Council is being presented with information reviewed under the existing SCDD criteria and process approved by the Council. This approach provides for staff analysis of regional center conflict of interest issues.

Patrick McCarthy, Board Member, Far Northern Regional Center: Patrick (aka Patricia) McCarthy is a new member of the Board of Directors of the Far Northern Regional Center (FNRC). McCarthy's son Benjamin is served by Siskiyou Opportunity Center (SOC), which is a FNRC vendor. Part of Benjamin's program includes Benjamin's employment at SOC.

The FNRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. FNRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the FNRC Board of Directors which completes the appointment process.

McCarthy is a new Board Member of FNRC. This is the first time the Council has reviewed this Conflict of Interest Waiver.

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¹ Welf. & Inst. Code § 4626, subd. (/).

² Welf. & Inst. Code § 4628.

Conflict of Interest Waiver Patrick (aka Patricia) McCarthy Page 2

DISCUSSION:

<u>Conflict of Interest</u>: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the board member, *or a family member of a regional center board member*, holds any of the below positions for a provider:

- (1) a governing board member;
- (2) a board committee member;
- (3) a director:
- (4) an officer;
- (5) an owner;
- (6) a partner;
- (7) a shareholder;
- (8) a trustee;
- (9) an agent;
- (10) an employee;
- (11) a contractor;
- (12) a consultant;
- (13) a person who holds any position of management; or
- (14) a person who has decision or policy making authority.

McCarthy's conflict of interest arises because their son is employed by a FNRC service provider.⁴ To address the conflict, McCarthy, in coordination with FNRC, submitted the following Conflict of Interest Resolution Plan (Plan):

- McCarthy will not make any recommendation, participate in any decision or vote on any contract regarding Siskiyou Opportunity Center;
- McCarthy will not promote Siskiyou Opportunity Center to any FNRC staff or consumers;

³ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

⁴ Cal. Code Regs., title 17, § 54520(a)(10).

Conflict of Interest Waiver
Patrick (aka Patricia) McCarthy
Page 3

- 3. Should issues involving FNRC's contract with Siskiyou Opportunity Center arise during the course of a FNRC Board meeting, McCarthy will excuse themselves from the meeting room;
- 4. McCarthy will not access any files kept by FNRC relating to Siskiyou Opportunity Center;
- 5. McCarthy will not participate individually, or as part of a group, in the preparation, presentation, formulation, or approval or reports, plans, policies, analyses, opinions or recommendations pertaining to Siskiyou Opportunity Center.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon McCarthy's Board Membership with a FNRC service provider. McCarthy has reported no other conflicts of interest.

STAFF RECOMMENDATION: Approve McCarthy's waiver request.

PREPARED BY: Legal Counsel Brian Weisel - June 6, 2023.

COUNCIL AGENDA ITEM DETAIL SHEET - RENEWAL

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., the Lanterman Act requires regional centers to submit conflict of interest statements and proposed resolution plans to the Department of Developmental Services (DDS) and the Council.¹ The Director of DDS may waive conflict of interest requirements of a contracting agency (i.e., a regional center) with approval of the State Council.²

The Council is being presented with information reviewed under the existing SCDD criteria and process approved by the Council. This approach provides for staff analysis of regional center conflict of interest issues.

Nicole Turofsky, Board Member, Tri-Counties Regional Center: Nicole Turofsky is a member of the Board of Directors of Tri-Counties Regional Center (TCRC). Ms. Turofsky receives services from TCRC and is currently employed by Pathpoint, a TCRC vendor. Ms. Turofsky works for the Community Access Project for Pathpoint. In that capacity, she assists individuals served by the day program. As a member of the TCRC Board, Ms. Turofsky is not involved in the individual selection of vendors who will work with TCRC.

TCRC has a public member recruitment and appointment process which is subject to public review and engagement. Candidates for the TCRC board may be recommended by organizations representing individuals with developmental disabilities and/or their family members, service providers, the general public or self-referral.

This is a waiver renewal. The Council approved conflict waivers in 2019, 2021, and 2022 under similar circumstances.

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¹ Welf. & Inst. Code § 4626, subd. (/).

² Welf. & Inst. Code § 4628.

Conflict of Interest Nicole Turofsky Page 2

DISCUSSION:

<u>Conflict of Interest</u>: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the board member, or a family member of a regional center board member, holds any of the below positions for a provider:

- (1) a governing board member;
- (2) a board committee member;
- (3) a director;
- (4) an officer;
- (5) an owner;
- (6) a partner;
- (7) a shareholder;
- (8) a trustee;
- (9) an agent;
- (10) an employee;
- (11) a contractor;
- (12) a consultant;
- (13) a person who holds any position of management; or
- (14) a person who has decision or policy making authority.

Ms. Turofsky's conflict of interest arises because she is employed by Pathpoint, a TCRC vendor.⁴ To address the conflict, Ms. Turofsky submitted the following Conflict of Interest Resolution Plan (Plan):

- 1. Ms. Turofsky shall not involve herself in any business dealings, or potential dealings, with Pathpoint.
- Ms. Turofsky shall not allow any decisions she makes in the course of her duties as a TCRC Board member be influenced by the fact she is employed with Pathpoint.
- 3. If such an occasion did occur, Ms. Turofsky understands she must remove herself from any decision making involving Pathpoint.

³ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

⁴ Cal. Code Regs., title 17, § 54520(a)(10).

Conflict of Interest Nicole Turofsky Page 3

- 4. Ms. Turofsky shall not participate either individually, or as part of a group, in the presentation, preparation, formulation or approval of reports, plans, policies, analyses, or opinions regarding Pathpoint.
- 5. The TCRC Board President and Executive Director shall ensure that all confidential matters related to the status of Pathpoint will not be discussed with Ms. Turofsky and will be responsible for ensuring this Plan and its safeguards are applied and monitored.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Turofsky's employment with a TCRC vendor. Accordingly, staff recommends approval of this waiver request.

STAFF RECOMMENDATION: Approve Ms. Turofsky's waiver request.

PREPARED BY: Legal Counsel Brian Weisel – June 6, 2023.

AGENDA ITEM 9. INFORMATION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD Budget Update

Chief Deputy Director Ken DaRosa will provide Committee members with an update on the Council's budget.

Attachments

SPY 2022-23 Budget Update April Budget Projections Line Item Summary FY 2022/23 Approved Budget



SFY 2022-23 Budget Update

The package before the Committee includes a budget report for State Fiscal Year (SFY) 2022-23 expenditures through April 30, 2023, and a summary of remaining budget balances.

As a reminder, the Council approved the SFY 2022-23 BSG budget on May 24, 2022, and approved the upcoming SFY 2023-24 budget on May 23, 2023.

SFY 2022-23 Basic State Grant (BSG) Expenditures

The budget assumes BSG expenditures of \$8,013,000. With two months remaining in the state fiscal year, total year-to-date expenditures of \$6,306,921 result in a projected remaining balance of \$1,706,079 (i.e., 21 percent).

- <u>Personal Services:</u> Total expenditures to date (\$5,156,886) result in a remaining balance of \$976,114 (15.9 percent). The current vacancy rate is 10 percent –a total of 5 vacancies.
- <u>OE&E</u>: Our presentation identifies a negative expenditure under the Other Items of Expense line of approximately -\$114,816. Staff are working with our colleagues at the Department of Social Services to correct this system error.
 - At the time of publication, total expenditures still include this figure. Committee members are advised that the overall budget projection for OE&E will change. However, additional analysis accounting for this anomaly indicates the overall budget remains in good condition and we will finish the year with a modest positive balance.
- <u>Program Development Grants</u>: Year-to-date expenditures total nearly \$9,000, resulting in a remaining balance of \$251,130 (96 percent). Staff anticipates expenditures will increase over the next several 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 two months remaining in the fiscal year, the program shows a remaining balance of approximately \$1,175,000 (30 percent).

 <u>Personal Services</u>: Year-to-date expenditures of \$1,513,819 yield a remaining balance of \$752,181 (approximately 33 percent). The vacancy rate is 11 percent (i.e., two vacancies). • <u>OE&E</u>: Year-to-date expenditures (\$1,236,835) give us a remaining balance of \$423,165 (approximately 26 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 two months remaining in the state fiscal year, reimbursements from DDS for the CRA/VAS Program reflect a remaining balance of \$444,011 (nearly 27 percent).

- <u>Personal Services</u>: Expenditures to-date total \$958,853 and reflect a remaining balance of \$291,629 (23 percent). The vacancy rate is 11 percent (i.e., one position).
- <u>OE&E</u>: Currently, program expenditures total \$257,618 with a remaining balance of \$152,382 (37 percent).

It's important to note that the QA and CRA/VAS programs are funded by reimbursement from DDS, and that SCDD is reimbursed for actual expenses. Any projected savings has no fiscal impact on other programs.

Council Report for FY 2022-23

July 1 through June 30

Updated 6/2/23

Council Report for FY 22-23

Expenditure through April-23

FEDERAL GRANT (BSG)

BSG	Annual Budget		Monthly Expenditures		Year-To-Date Expenditures		Balance	
Personal Services & Benefits	\$	6,133,000	\$ 530,716	\$	5,156,886	\$	976,114	
Operating Expenses	\$	1,620,000	\$ 78,754	\$	1,141,166	\$	478,834	
Grants / Special Items	\$	260,000	\$ 6,154	\$	8,870	\$	251,130	
Total	\$	8,013,000	\$ 615,635	\$	6,306,921	\$	1,706,079	

Positions	#
# Positions	50
# Vacancies	5
-	-
Vacancy %	10%

QUALITY ASSESSMENT (QA)

QA	Annual Budget		Monthly Expenditures		Year-To-Date Expenditures		Balance	
Personal Services & Benefits	\$	2,266,000	\$	149,856	\$	1,513,819	\$	752,181
Operating Expenses	\$	1,660,000	\$	203,285	\$	1,236,835	\$	423,165
Total	\$	3,926,000	\$	353,141	\$	2,750,654	\$	1,175,346

Positions	#
# Positions	18
# Vacancies	2
Vacancy %	11%

Client's Rights Advocates/ Voluntary Advocacy System

CRA/VAS	Annual Budget		E	Monthly Expenditures		Year-To-Date Expenditures		Balance	
Personal Services & Benefits	\$	1,250,482	\$	91,170	\$	958,853	\$	291,629	
Operating Expenses	\$	410,000	\$	53,367	\$	257,618	\$	152,382	
Total	\$	1,660,482	\$	144,537	\$	1,216,471	\$	444,011	

Positions	#
# Positions	9
# Vacancies	1
Vacancy %	11%

Total	#
# Positions	77
# Vacancies	8
Vacancy %	10%



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

April-23

FEDERAL GRANT (BSG)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	6,133,000	530,716	5,156,886	976,114	15.9%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	60,000	16,731	86,732	(26,732)	-44.6%
Printing	40,000	-	24,503	15,497	38.7%
Communications	100,000	3,211	38,005	61,995	62.0%
Postage	18,000	249	8,338	9,662	53.7%
Travel-in-State :	175,000	1,271	26,897	148,103	84.6%
Out-of-State Travel	10,000	-	2,951	7,049	70.5%
Training (Tuition and Registration)	35,000	597	2,877	32,123	91.8%
Facilities Operations (Rent)	550,000	65,225	468,785	81,215	14.8%
Facilities Plng/Maint. & Utilities	8,000	759	7,066	934	11.7%
Interdepartmental Services	250,000	54,470	177,700	72,300	28.9%
External Contract Services	100,000	39,261	129,148	(29,148)	-29.1%
Information Technology (Computer, Software)	244,000	11,797	142,177	101,823	41.7%
SWCAP	25,000	-	25,000	-	0.0%
Other Items/ Client Services	5,000	(114,816)	987	4,013	80.3%
Subtotal OE&E	1,620,000	78,754	1,141,166	478,834	29.6%
SPECIAL ITEM (PROGRAM 20)	260,000	6,154	8,870	251,130	96.6%
TOTAL	8,013,000	615,624	6,306,921	1,706,079	21.3%

Quality Assessment (QA)	Budgeted	Current Month	YTD	Remaining	Remaining
Quality Assessment (QA)	Base	Expenditure	Expenditure	Balance	Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	2,266,000	149,856	1,513,819	752,181	33.2%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	21,000	1,250	2,825	18,175	86.5%
Printing	53,000	-	12,538	40,462	76.3%
Communications	40,000	1,182	32,803	7,197	18.0%
Postage	29,000	-	29,135	(135)	-0.5%
Travel-in-State :	95,000	150	406	94,594	99.6%
Training (Tuition and Registration)	3,000	-	-	3,000	100.0%
Facilities Operations (Rent)	269,000	26,820	186,679	82,321	30.6%
Facilities Plng/Maint. & Utilities	2,000	-	-	2,000	100.0%
Interdepartmental Services	164,000	36,310	111,434	52,566	32.1%
External Contract Services	10,000	-	809	9,191	91.9%
Data Processing (Software, Supplies & Misc.)	50,000	10,113	170,671	(120,671)	-241.3%
Other Items/ Client Services	924,000	127,459	689,534	234,466	25.4%
Subtotal OE&E	1,660,000	203,285	1,236,835	423,165	25.5%
TOTAL	3,926,000	353,141	2,750,654	1,175,346	29.9%

Clients' Rights Advocates/Volunteer	Budgeted	Current Month	YTD	Remaining	Remaining
Advocacy Services (CRA/VAS)	Base	Expenditure	Expenditure	Balance	Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,250,482	91,170	958,853	291,629	23.3%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	5,000	-	1,214	3,786	75.7%
Printing	9,000	-	1,049	7,951	88.3%
Communications	10,000	489	6,632	3,368	33.7%
Postage	1,000	-	192	808	80.8%
Travel-in-State :	32,000	545	5,318	26,682	83.4%
Training (Tuition and Registration)	15,000	-	-	15,000	100.0%
Facilities Operations (Rent)	24,000	3,829	35,711	(11,711)	-48.8%
Interdepartmental Services	134,000	32,679	99,818	34,182	25.5%
External Contract Services	3,000	-	-	3,000	100.0%
Data Processing (Software, Supplies & Misc.)	45,000	7,224	33,343	11,657	25.9%
Other Items/ Client Services	132,000	8,600	74,340	57,660	43.7%
Subtotal OE&E	410,000	53,367	257,618	152,382	37.2%
TOTAL	1,660,482	144,537	1,216,471	444,011	26.7%



State Council on Developmental Disabilities

Fiscal Year 2022-23 Approved Budget

	Car	inoil Dudast		SCDD Budget	- O4L	or Courses		
		ıncil Budget	SCDD Budget - Other Sources					
Categories		*Basic State Grant		ality Assessment	Clients' Rights Advocates/ Volunteer Advocacy			TOTAL
	F	ederal Grant		State Contract	S	tate Contract		
1. Personal Services:								
Net Salaries & Wages	\$	4,223,000	\$	1,532,000	\$	833,000	\$	6,587,820
Temporary Help / Honorarium	\$	60,000	\$	-	\$	-	\$	60,000
Worker's Compensation	\$	55,000	\$	3,000	\$	5,000	\$	63,000
Staff Benefits	\$	2,006,000	\$	731,000	\$	413,000	\$	3,150,000
Less 5% Salary Savings From Vacancies	\$	(211,000)					\$	(211,150)
Total Personal Services	\$	6,133,000	\$	2,266,000	\$	1,250,820	\$	9,650,000
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 SCDD Budget by Source	\$	8,013,000	\$	3,926,000	\$	1,661,000	\$	13,600,000
5. Total Basic State Grant Award	\$	8,014,000						
6. Difference between Total Council Budget and Basic State Grant Award	\$	1,000						
<u>*Footnotes</u>								
Cash Reserve	\$	1,750,000						
Estimated Unexpended Funds Available	\$	345,000						
======================================	7	2.0,030						

AGENDA ITEM 10. INFORMATION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Executive Director Evaluation Process Update

The Evaluation Executive Director Evaluation was streamlined and standardized by the Executive Committee during their June 21, 2022, meeting.

The process comprises the following key steps:

- Self-Evaluation Report: The Executive Director is responsible for completing a comprehensive self-evaluation report by July 1st.
- Councilmember Survey: Councilmembers will provide their feedback by completing a survey based on the Executive Director's Duty Statement.
- Results Collection and Tabulation: An external third-party will collect and tabulate survey results.

Chief Deputy Director and Council Vice Chair will present an update on the 2022-2023 Executive Director Evaluation Process.

Attachment

2023 Executive Director Evaluation Process and Schedule

Handout(s)

May be handouts the day of the meeting.

2023 EXECUTIVE DIRECTOR EVALUATION PROCESS and SCHEDULE

	IVE DIRECTOR EVALUATION PROCESS and SCHEDULE
Timeframe	Actions
June	 Executive Director (ED) begins self-evaluation report to be completed by <u>July 3, 2023</u>. ED self-evaluation report is submitted to the third party in advance of the forthcoming Council Meeting to include with the evaluation tool.
July	 Annual Executive Director evaluation is provided to Council members, via the third-party, approximately two weeks before the July Council meeting and includes the ED self-evaluation report. (c. July 6-7, 2023) Third-party distributes the ED evaluation report and survey tool electronically and, if requested, via U.S. mail to Council Members providing approximately three weeks for council members to complete the evaluation. Council Chair notes the survey process is underway in chair report during July 18, 2023, Council Meeting, reminding members of the impending due date (July 28, 2023).
August	 The third-party collects and tabulates the completed survey results, aggregates written comments to prepare report based on responses and provides a report to the Council Chair within one week of receiving completed surveys from Council members (August 7, 2023). Council Chair and/or third-party presents the evaluation report to the Executive Committee for consideration during a closed session (August 23, 2023). Executive Committee finalizes the evaluation report, adopts content of the final evaluation report, recommendation(s), and requested actions for presentation to the full Council (September 5, 2023).

Timeframe	Actions
September	 Executive Committee presents final evaluation report recommendation(s) and requested actions to the full Council during a closed session at the September Council meeting (September 19, 2023). Council considers Executive Committee recommendation and approves the final ED evaluation report, recommendation(s), and requested actions. Within one week of the Council meeting, the Council Chair provides the Executive Director with the approved evaluation report, recommendation(s), and requested actions September 26, 2023).

AGENDA ITEM 11.

ACTION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

2022 Employment First Committee Annual Report

The Employment First Committee is statutorily created and convened by the Council. Each year this Committee is required to produce a report to the Legislature by July 1st describing its work and policy recommendations. They will meet on June 19, 2023, to review and approve the final draft of the report.

Executive Director Aaron Carruthers and Deputy Director of Policy and Public Affairs Bridget Kolakosky will provide a brief overview of the 2022 Annual Report and request that the Executive Committee review and approve the final draft of the report.

Handout(s)

2022 EFC Annual Report PPT May be additional handouts the day of the meeting.

Action Recommended

Approve the 2022 Employee First Committee (EFC) Annual Report.

AGENDA ITEM 12. INFORMATION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Executive Director Report

SCDD Executive Director Aaron Carruthers will provide Committee members with an update on recent Council activities and upcoming goals.

Handout

Executive Director Report

AGENDA ITEM 13. INFORMATION ITEM

EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Adjournment and Next Meeting Date

The next meeting of the Executive Committee is scheduled for August 22, 2023.