



NOTICE/AGENDA

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE COMMITTEE MEETING

This meeting is being held via teleconference within the meaning of Government Code section [11123.2](#). Members may be physically present at one or more teleconference locations. There may be members of the public body who are participating in today's meeting that were granted a reasonable accommodation per the Americans with Disabilities Act (ADA). Accessible formats of all agenda and materials can be found online at www.scdd.ca.gov

MEETING DETAILS:

TELECONFERENCE LOCATION:

SCDD HQ OFFICE
3831 North Freeway Blvd., #125
Sacramento, CA 95834

JOIN BY TELECONFERENCE:

CALL IN NUMBER: (888)-475-4499 or
(877) 853-5257
MEETING ID: 881 1966 0078

JOIN BY ZOOM:

<https://bit.ly/ExecCmteFeb2024>

MEETING ID: 848 5232 0751

PASSCODE: 537254

DATE: February 20, 2024

TIME: 10:30 AM – 2:30 PM

COMMITTEE CHAIR:

Lee Bycel

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

Item 4. PUBLIC COMMENTS

Page 4

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.

Item 5. APPROVAL OF OCTOBER 2023 MINUTES 

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Item 6. 2024 KICK OFF

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Lee Bycel, Executive Committee Chair

Item 7. SPONSORSHIP REQUESTS 

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Ken DaRosa, Chief Deputy Director

A. Special Needs Resource Foundation of San Diego

B. Developmental Disabilities Council of Contra Costa County

C. Cal-TASH

D. CHOICES Institute

Item 8. CONFLICT OF INTEREST WAIVER REQUEST 

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Brian Weisel, Legal Counsel

A. Shawna Hall, Board Member, Tri-Counties Regional Center

B. Michael Costa, Board Member, North LA County Regional Center

C. Lilian Martinez, Board Member, North LA County Regional Center

D. Ramon Gonzalez, Board Member, Harbor Regional Center

E. Joanne Giardello, Board Member, North Bay Regional Center

F. Mariana Murillo, Board Member, Tri-Counties Regional Center

Item 9. DRAFT 2024 SCDD BUDGET 

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Ken DaRosa, Chief Deputy Director

A. Budget Narrative

B. Line-Item Summary

C. FY 2023/24 Budget Display

D. FY 2024/25 Proposed Budget Display

Item 10. EXECUTIVE DIRECTOR REPORT

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Aaron Carruthers, Executive Director

Item 11. POLICY CHANGES 

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Aaron Carruthers, Executive Director

A. Sponsorship Amount

B. Facilitation/Attendant Pay

C. Unprofessional Conduct

Item 12. ADJOURNMENT AND NEXT MEETING DATE

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The next meeting of the Executive Committee will be on April 16, 2024.

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.

FEBRUARY 20, 2024

**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.

FEBRUARY 20, 2024

AGENDA ITEM 5.

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of October 2023 Minutes

The draft minutes from the October 24, 2023 Executive Committee meeting have been included in the packet for review. Committee members will vote on whether to approve the minutes.

Attachment

October 2023 Executive Committee meeting minutes

Action Recommended

Approve the October 2023 meeting minutes.



DRAFT
Executive Committee Meeting Minutes
October 24, 2023

Members Attending

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

Others Attending

Rihana Ahmad
Aaron Carruthers
Ken DaRosa
Riana Hardin
Rondale Holloway
Beth Hurn
Douglas James
Robin Maitino-Erben
Kristy Rose

Others Attending (cont.)

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

Kristy Rose and Douglas James provided public comments regarding the challenges they face with in-home respite workers being unable to administer life-saving medications, such as EpiPens, to their son and other Alta Regional clients. Kristy highlighted inconsistencies between the policies of the Department of Developmental Services (DDS) and the practices of vendor agencies, noting that despite no official restrictions, vendors claim they cannot administer EpiPens due to a DDS directive from 2015. This has left their son without respite supports who can administer emergency care, forcing the family to consider more costly nursing respite options with long waitlists. She advocated for DDS to adopt civil liability exemptions like those in schools and daycares, allowing for the safe administration of life-saving medications by

Legend:

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N/A = not available
DNP = Did Not Participate

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respite providers. Douglas James shared the family's personal struggle, noting the limitation placed on their ability to fully utilize respite services, as one parent must always be present to administer the EpiPen. They called for DDS to ensure that respite workers can administer necessary medications and advocated for reasonable accommodations for all affected families.

5. APPROVAL OF AUGUST 2023 MINUTES

Action 1

It was moved/seconded (Fujita [F.A.]/Witherspoon [S.A.]) and carried to approve the August 2023 meeting minutes as presented. (See last page of minutes for a voting record of members present).

6. SCDD STAFF SPOTLIGHT: RIANA HARDIN

This month's SCDD Staff Spotlight was presented by Self-Advocacy Coordinator Riana Hardin. She shared details about her upbringing, education, family, personal interests, and transition into her current position.

7. SPONSORSHIP REQUEST

Chief Deputy Director Ken DaRosa presented one sponsorship request for the Committee's consideration. The request for \$1,500 was from Disability Voices United. If approved, the requested funding would be used to offset the costs of language interpreters and translation of conference materials for their statewide conference on the Self-Determination Program. They were awarded a sponsorship from SCDD in 2017, 2019, 2021, and 2022.

Action 2

It was moved/seconded (Witherspoon [S.A.]/Ponton [S.A.]) and carried to approve the Disability Voices United sponsorship request in the amount requested. (See last page of minutes for a voting record of members present).

8. CONFLICT OF INTEREST WAIVER REQUEST

Legal Counsel Brian Weisel presented six conflict of interest waiver request for the Committee's consideration. Three were renewal requests (Ramon Hooper, Ana Quiles, and Rocio Sigala) and three were new requests (Elizabeth Soloway, Andreas Economopoulos, and William Moore). Detailed conflict of interest mitigation plans for each request were provided in the meeting packet.

Kristy Rose provided a public comment in support of reducing conflict of interest at regional center boards and emphasized the importance of transparency in case reporting. She mentioned a case where an OAH decision was misreported at an Alta Regional Center Executive meeting. Brian responded by clarifying the

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distinction between personal conflicts of interest and the broader issue of transparency about legal cases raised by Kristy. He noted the requirement for regional center board members to annually declare any potential conflicts with DDS and SCDD to maintain transparency and accountability.

Action 3

It was moved/seconded (Brodie-Crumsey [F.A.]/Ashe [F.A.]) and carried to approve the conflict-of-interest waiver requests for Elizabeth Soloway (East Bay Regional Center), Andreas Economopoulos (Far Northern Regional Center), William Moore (Far Northern Regional Center), Ramon Hooper (Tri-Counties Regional Center), Ana Quiles (North Los Angeles County Regional Center), and Rocio Sigala (North Los Angeles County Regional Center. (See last page of minutes for a voting record of members present).

9. SCDD BUDGET UPDATE

Chief Deputy Director Ken DaRosa provided an update on the budget, noting changes since its approval by the full Council on May 23, 2023. In August 2023, SCDD was notified of a \$29,000 increase in its 2023 Basic State Grant Award. Additionally, an agreement with labor unions resulted in salary increases for most employees by 3% annually over the next three years, with a potential 4% increase in the third year if state revenues can support it. Some positions, including SCDD's Office Technicians, will also receive an additional one-time 4% increase in the first year. These changes led to an overall increase in salaries and wages totaling \$277,000. To accommodate these changes, budget revisions were made, including an 8% adjustment in Salary Savings based on vacancy trends and minor cuts in General Expense, Printing, Communications, and Postage. Despite these adjustments, a balanced budget was maintained, ensuring continued support for essential services such as IT, training, and travel.

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

10. OUT OF-STATE-TRAVEL UPDATE

In 2016, California implemented the State Funded Travel Ban prohibiting state employees from traveling to states with laws discriminating against sexual orientation, gender identity, or gender expression. Initially well-intentioned, the list expanded to include 26 states, complicating participation in national conferences for state employees, who then faced the dilemma of attending at their own expense. To rectify the situation, SB 447 was introduced, repealing the ban through the establishment of the BRIDGE Project by the GO-Biz

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agency. This initiative aims to foster social equity and anti-discrimination by collaborating with state and business partners to encourage more inclusive practices across states. Committee members voted to rescind the Council's Out-of-State Policy to conform with State policy.

Action 4

It was moved/seconded (Adler [S.A.]/Witherspoon [S.A.]) and carried to rescind the Council's Out-of-State Policy to conform with State policy. (See last page of minutes for a voting record of members present).

11. EXECUTIVE DIRECTOR REPORT

Executive Director Aaron Carruthers began his report by addressing the ongoing search for a U.S. House Speaker, which could impact government funding and lead to a shutdown in mid-November. The fiscal year was set to start on October 1, but a temporary 45-day funding extension was implemented to reduce immediate impacts. Despite this uncertainty, he assured members that the Council has contingency plans in place to ensure continued operations in the event of a federal shutdown.

In other news, the search for a new CEO by the National Association of Councils on Developmental Disabilities is progressing, with Council Chair Wesley Witherspoon serving on the Selection Committee. The Executive Director also shared that the Council received and distributed 3,500 Go-Kits for emergency preparedness across all its regional offices, prioritizing fire-prone areas. This initiative, supported by the California Community Foundation, complements the Council's emergency preparedness training by providing tangible resources alongside vital information. Moreover, The Executive Director announced Raquel Gibbons, a Self-Advocate from Orange County, as this year's winner of the 3rd annual "There Should be a Law" contest. Ms. Gibbons' proposal focuses on the need for more intensive or specialized care for children displaying aggression due to a combination of developmental and mental health issues. She advocates for the establishment of inpatient/outpatient centers offering comprehensive wraparound care, aiming to treat such children with compassion and reduce reliance on law enforcement, while urging insurance companies to fully support these services.

The Supported Decision Making-Technical Assistance Program (SDM-TAP) launched a week-long event of Community Conversations from October 23-27, with each day focusing on different topics related to decision making settings. The Statewide Self Advocacy Network (SSAN) will host a Virtual Event on October 30th, discussing pathways to employment for individuals with

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developmental disabilities as part of National Disability Employment Awareness Month. The Membership Committee will meet in November to address vacancies in the North Valley Hills and Orange County Regions. Additionally, the Executive Director relayed that he and other Council staff were invited to speak at the Down Syndrome Conference at Stanford, covering various topics including educational accommodations and the Self-Determination Program. Lastly, Debra Cooper was welcomed as a new Council representative from the Health and Human Services Agency.

12. YEAR END DISCUSSION

Executive Committee members expressed their gratitude for the support they received throughout the year and shared their experiences as Committee Chairs for the Council. Committee member Viviana Barnwell acknowledged the support received from the Executive Director and Council staff, highlighting her positive experience and enhanced understanding of the community and self-determination. Committee member Harold Ashe thanked SCDD staff, particularly Robin and Bridget, for their contributions and dedication to the Legislative and Public Policy Committee. Committee member Kilolo Brodie-Crumsey commended the State Plan Committee staff, especially Rihana and her team, for their constant assistance and patience. Committee member Wesley Witherspoon discussed the challenges faced by the IDD population and mentioned his involvement in national efforts, including a successful National conference and upcoming advocacy work at the White House. Committee member Julie Gaona expressed her appreciation for the support in the Employment First Committee and called for increased involvement, suggesting a panel to share employment successes among people with disabilities. Committee member Nicole Adler reflected on her term's final year, acknowledging the stress and appreciation for the Council's policy work and community engagement. Chair Lee Bycel emphasized the shared commitment to enhancing the lives of individuals with disabilities and requested that the Executive Director produce highlights from 2023 for the upcoming November Council meeting.

13. ADJOURNMENT AND NEXT MEETING DATE

The next Executive Committee meeting will be held on February 20, 2024. Meeting adjourned at 1:35 P.M.

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Name	Action 1 Minutes	Action 2 Sponsorships	Action 3 COIs	Action 4 OST
Adler, Nicole	Aye	Aye	Aye	Aye
Ashe, Harold	Aye	Aye	Aye	Aye
Barnwell, Viviana	Aye	Aye	Aye	Aye
Brodie-Crumsey, Kilolo	Aye	Aye	Aye	Aye
Bycel, Lee	Aye	Aye	Aye	Aye
Fujita, Harold	Aye	Aye	Abstain	Aye
Gaona, Julie	Aye	Aye	Aye	Aye
Ponton, Kara	Aye	Aye	NP	Aye
Witherspoon, Wesley	Aye	Abstain	Abstain	Aye

FEBRUARY 20, 2024

**AGENDA ITEM 6.
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

2024 Kick Off

Executive Committee Chair Lee Bycel will introduce the public and new members to the Executive Committee, outlining its purpose and responsibilities within the Council.

FEBRUARY 20, 2024

AGENDA ITEM 7.

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Sponsorship Requests

Chief Deputy Director Ken DaRosa will present four sponsorship requests for the Committee's consideration. The sponsorship requests are from the Special Needs Resource Foundation of San Diego, Developmental Disabilities Council of Contra Costa County, Cal-TASH, and CHOICES Institute.

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

Attachments

Special Needs Resource Foundation of San Diego Application Package
Developmental Disabilities Council of Contra Costa County
Cal-TASH Application Package
CHOICES Institute Application Package

Action Recommended

Approve the sponsorship requests from the Special Needs Resource Foundation of San Diego, Developmental Disabilities Council of Contra Costa County, Cal-TASH, and CHOICES Institute.

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 All Inclusive Day of Play: Starry Night Cinema & Resource Fair. This free event is for families with children with special needs and is replacing the ReadAble Literacy Event. They believe that by hosting a weekend evening movie event, they can reach a broader audience. The event aims to raise awareness, foster community connections, and give awareness, support, and fun for families and children of all abilities through games, crafts, entertainment, and activities. It also provides information about services accessible to families with children who have special needs. They will have for-profit exhibitors as well, since families with special needs frequently have a sibling. The majority of the vendors will be nonprofit groups that provide services to families with children with special needs. The date of the event is either April 13, 2024, or April 27, 2024, based on venue availability.

The event is strategically timed to encourage families to register for summer camps, with their resource guide containing over 50 listings for such camps in San Diego County. The goal is to educate families with children with special needs about available resources in San Diego through resource booths, interacting personally with advocates and through our Flourishing Families Resource Guide.

By putting families in touch with activists directly who are searching for services, this event will have an impact. In addition to receiving prompt replies to their inquiries, parents can obtain detailed information about their child's diagnosis. There are many different services represented here.

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

They received a sponsorship from SCDD in 2020, 2021, 2022 and 2023 for our annual All-Inclusive Day of Play & Resource Fair. This is a request for a new event.

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 \$6,000 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 the 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 January 29, 2024

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

All Inclusive Day of Play: Starry Night Cinema & Resource Fair

◆ Project/Event Date

April 13 or April 27, 2024 (waiting on venue confirmation)

◆ Contact Name

Linda Bay, Event Coordinator

◆ Contact Email, Address and Phone Number

Linda@sandiegofamily.com

1475 6th Avenue, Suite 511, San Diego, CA 92101

619-685-6970

www.SNRFSD.org

◆ Amount of Funding Requested

\$1,500.00

◆ **Approximate Total Cost of Project/Event**

\$7,800.00

◆ **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.**

We are requesting a sponsorship to help with costs for our inaugural "Starry Night Cinema" All Inclusive Movie Night & Resource Fair event scheduled for April 13, 2024. This free event is for families with children with special needs and is replacing our ReadAble Literacy Event. We believe that by hosting a weekend evening movie event, we can reach a broader audience. The Resource Fair will take place from 5-7 pm, followed by the movie screening at approximately 7:15 pm, scheduled to coincide with the sunset. Our movie selection will feature an inclusive theme, such as Disney's "Inside Out." In our vendor area, we will create a movie-themed atmosphere and offer crafts, giveaways and activities inspired by blockbuster hits like Star Wars, Harry Potter, Jurassic Park, Mario and more. All our activities and crafts are modified so all children, regardless of limitations, can participate. Our booths will provide resources for families, distribute copies of our Flourishing Families Resource Guide, and showcase summer camps tailored to children with special needs. This event is strategically timed to encourage families to register for summer camps, with our resource guide containing over 50 listings for such camps in San Diego County. Our goal is to educate families with children with special needs about available resources in San Diego through resource booths, interacting personally with advocates and through our Flourishing Families Resource Guide. We will also have a ShopAble area at this event. ShopAble features adult artists with disabilities from California's Self-Determination Program selling their wares. Purchasing products and services from business owners with disabilities allows them to achieve independence and self-reliance. It also encourages inclusion and the idea that all people have agency in our community. This event will also promote inclusion, awareness and acceptance through movies, crafts, activities and personal interaction. We are excited about offering this new, free event allowing families to enjoy the outdoors, have fun together, and discover valuable resources within San Diego County.

Funds will be used to help cover our event expenses including signage, advertising, marketing and promotion. All sponsors will be acknowledged on all event fliers, e-newsletters and promotion for this event. All sponsors receive signage at their booth. We also purchase advertising for this event in San Diego Family Magazine and purchase an e-newsletter to reach their readers. Our DJ will also repeatedly thank our sponsors at this event. As a sponsor, we invite you to set up a booth for the evening, providing you with the opportunity to engage

with families, distribute pamphlets and informational materials about your organization, and showcase the positive influence you have on San Diego County.

◆ **Event/Program Objectives**

The purpose of this event is to educate the community about resources available to families with children with special needs, to connect with the community, to provide awareness, support and fun for families and kids of all abilities with games, activities, crafts and entertainment. While the majority of the vendors will be nonprofit organizations who offer services to families with children with special needs, we will also have for-profit vendors, since families of children with special needs often have a typical sibling as well. All our activities and crafts are modified so all children, regardless of limitations, can participate.

This event will make an impact by connecting families who are looking for resources directly with advocates. Parents can get specific information about their child's diagnosis and get immediate answers to their questions. 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. 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.

Our goal is to educate families with children with special needs about available resources in San Diego through resource booths, interacting personally with advocates and through our Flourishing Families Resource Guide. This event will also promote inclusion, awareness and acceptance through movies, crafts, activities and personal interaction.

◆ **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.**

Our target audience is families with children with special needs although this free event is open to the San Diego community. We will have resource booths available for all families. The movie will be appropriate for children and will have an inclusive theme. We expect 500-750 people at this event.

◆ **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.**

We have reached out to First 5 San Diego, Sundt, The Country Friends, the State Council on Developmental Disabilities and The San Diego Downtown Breakfast Rotary Club. We will continue to request funding from local businesses.

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

Web and print: San Diego Family Magazine. SNRFSD website, social media (Facebook, Instagram), e-newsletter. All vendors will promote the event through their channels. We also distribute fliers throughout San Diego County including the San Diego Regional Center. Attendees are asked to register through Eventbrite.

♦ 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.

\$1,500: event signage, advertising, marketing, promotion

We have reached out to First 5 San Diego, Sundt, The Country Friends, the State Council on Developmental Disabilities and The San Diego Downtown Breakfast Rotary Club. We will continue to request funding from local businesses.

♦ 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, 2022 and 2023 for our annual All-Inclusive Day of Play & Resource Fair. This is a request for a new 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.

Budget: Starry Night Cinema

2024 Event

Expenses

\$1,400	Venue Rental
\$500	Insurance
\$700	Vendor table/chair rental
\$1,500	Inflatable Movie Screen Rental
\$1,500	Advertising, Marketing, Promotion, signage
\$750	Movie License Fee
\$500	DJ
\$300	Photographer
\$150	Glow Sticks
\$300	Crafts & activities
\$200	Popcorn/treat/water

\$7,800

TOTAL



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 impressed 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,

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Developmental Disabilities Council of Contra Costa County

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: Developmental Disabilities Council of Contra Costa County is requesting a sponsorship for the Joint County Transition Fair. This conference will increase the ability of consumers and family members to exercise control, choice and flexibility in their services and supports by providing education and resources on many aspects of the school-to-adult transition. Educational presentations support individuals receiving services and their families in making informed decisions about next steps as they move into adulthood. The event is scheduled for March 23, 2024.

Attendees will gain an understanding of 1) how to prepare for the transition from school to adult life utilizing resources such as the Independent Transition Plan, person-centered planning, family resource centers, and peer supports; 2) what options are available after completion of public school at either age 18 or 22. Presentations and resource fair vendors provide information on options such as continuing education, opportunities for careers in the trades, a variety of day program resources, supports for independent living and community access, and generic resources such as the Department of Rehabilitation, Social Security, CalABLE, financial and legal resources, and recreation, and; 3) as well as resources available for ongoing consultation, information, and support.

SCDD's funds would be utilized to offset the translation costs.

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 \$6,000 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2023.

Letter of Request

Name of your Company/Organization: Developmental Disabilities Council, Contra Costa County

Name of Project/Event/Program: Joint County Transition Fair

Project/Event Date: March 23, 2024 (to be confirmed)

Contact Name: Vi Ibarra

Contact Email, Address and Phone Number: vi.ibarra@cchealth.org, 1220 Morello Ave., Suite 100, Martinez, CA 94553, (925) 532-9047

Amount of Funding Requested: \$1,500

Approximate Total Cost of Project/Event: \$13,900

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.

This conference will increase the ability of consumers and family members to exercise control, choice and flexibility in their services and supports by providing education and resources on many aspects of the school-to-adult transition. Educational presentations support individuals receiving services and their families in making informed decisions about next steps as they move into adulthood. Presentations topics which have been identified, including identification of presenter(s) are:

- Self-Determination Program
- DoR Student and Vocational Rehabilitation Services
- History and Advocacy for the DP Community in CA
- Special Needs Trusts and ABLE Accounts
- Legal Decision Making for Persons with IDD
- Navigating the ITP
- Benefits Planning
- Self-Advocate Panel Regarding Employment
- Continuing Education Panel
- Nuts & Bolts to Navigating Big Life Transitions

Healthy Relationships, Social Connections & Sexuality Panel

- Transition Workshop (Spanish)
- Transition Workshop (Mandarin/Cantonese)

Additional presentations which are still being explored are:

- Overview of *Day* Programs
- Specialized Health Care Needs- day programs and transition to adult medicine
- Trades Panel
- Youth Discussion Panel

In addition to the wide variety of presentations, attendees also have access to a robust vendor fair. The resource fair will include tables staffed by the regional center, SCDD Bay Area Office, DREDF, Independent Living Centers, the family resource centers from Alameda and Contra Costa County, various service providers offering residential programs, ILS, SLS, day programs, college internship programs, 4 year inclusive college programs, County Public Health, transportation and county resource referral agencies; Additional language-specific resources will be available such as Congreso, La Familia, and Friends of Children with Special Needs.

All of the presentations, keynote, and vendor fair resources are designed to support families in accessing information so that they can make the best choices for themselves and their loved ones as they enter adulthood. SCDD funds would be used to offset translation costs.

Event/Program Objectives

Attendees will gain an understanding of:

1. How to prepare for the transition from school to adult life utilizing resources such as the Independent Transition Plan, Person-Centered Planning, family resource centers and peer supports
2. What options are available after completion of public school at either age 18 or 22. Presentations and resource fair vendors provide information on options such as continuing education, opportunities for careers in the trades, variety of day program resources, supports for independent living and community access, and generic resources such as Department of Rehabilitation, Social Security, CalABLE, financial/legal resources, and recreation.
3. Resources available for ongoing consultation, information and support.

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.

The target audience for this event is students and young adults with disabilities, and their family members. We are planning for 150 attendees, and based on past events we anticipate they will be predominantly family members. Typically student and self-advocate attendance is around 10-15% of total attendees, and professionals working in the field make up an additional 10-15% of total attendees.

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

We anticipate 12-15 presentations, several of which will be panels or have multiple presenters. Of the approximately 20 presenters, we expect 3 to 5 to be self advocates. Approximately half of the remaining professionals presenting are also parents with lived experience navigating various services systems for their children with disabilities.

A list of other sponsors/major contributors.

Regional Center of the East Bay has historically provided a \$1000 sponsorship.

Manos Home Care has historically provided a \$500 sponsorship.

No previous SCDD sponsorships have been requested or received for this Joint County Transition Fair. The Fiscal Agent for the conference, Full Circle of Choices, may have acted as fiscal agent for other community events, and as such, may have received past SCDD sponsorship funds.

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

Outreach is done via email announcement, social media posts and verbal announcements at meetings by all event planning partner agencies. Planning partner agencies include: Two county Developmental Disabilities Councils (Alameda and Contra Costa), ProviderNendor Advisory Committee, SCDD Bay Area Office, school districts, parent advocates, vendored service providers, DREDF, Community Colleges, RCEB, public health, California Children's Services, two family resource centers, and Adult Education.

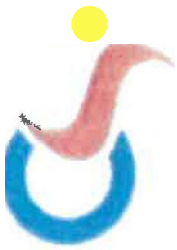
Event budget

Anticipated Income

Sponsorships from RCEB and Manos	\$1,500
Attendee ticket fees:	\$5,75.0
(\$40 per person, or \$35 per person when multiple members of a family attend. Estimating 100 @ \$40, and 50 @ \$35)	
Vendor table registration fees	\$5,000
(\$100 per vendor, fee is waived for planning partners)	
SCDD <u>Sponsorship</u> to offset <u>language</u> translation	<u>\$1,500</u>
Total	\$13,750

Anticipated Expense

Facility rental, includes security, janitorial, on site tech support	\$3,000
Morning refreshments and boxed lunches	\$6,000
Simultaneous translation, Spanish	\$1,800
(Twelve 90-minute sessions, \$150 each)	
Additional translation, Spanish	\$400
(Keynote, registration, and during vendor fair, 4 hours@ \$100 per hour)	
Additional translation, by request	\$2,700
(Full day, 6 hours@ \$150 per hour. Estimating 3 full-day translation requests for languages other than Spanish.).	
Translation of written materials	In-kind donation by planning partners
(Outreach flyer, registration documents, event brochure, and PowerPoint presentations)	
Total	\$13,900



Alameda County Developmental Disabilities Planning and Advisory Council
Ben Chen, Coordinator
ADDRESS: 1100 San Leandro Blvd.
San Leandro, CA 94577 PHONE: (510) 267-3261 FAX (510) 273-3865
EMAIL: benjamin.chen2@acgov.org WEBSITE: www.agphd.org/ddc

December 1, 2023

On behalf of Alameda County's Developmental Disabilities Planning and Advisory Council, it is my pleasure to write this letter in support of the Developmental Disabilities Council of Contra Costa County's application for sponsorship for our Joint County Transition Fair.

Our Council is comprised of family members, self-advocates, and providers within the IDD community in **Alameda** County. For over 20 years, we have worked in partnership with our board members and our community to host the Alameda County Transition Fair. This is the largest event that we host each year, in the past bringing in up to 300 attendees. This annual conference supports students with disabilities, their families, and their circles of support to better understand and navigate the transition from K-12 to adulthood.

This year, we are excited for the opportunity to partner with the Developmental Disabilities Council of Contra Costa County and new partners from the IDD community in Contra Costa County to host our first ever Joint County Transition Fair. We have a long-standing relationship with the Developmental Disabilities Council of Contra Costa County, and we've worked collaboratively to support the catchment area of the Regional Center of the East Bay (RCEB). We've jointly hosted other educational conferences, community trainings, and advocacy events in support of our community.

Our Joint County Transition Fair will expand our education, networking, and advocacy opportunities from Alameda County to both counties. Our focus will also be expanding this year to be more inclusive of all students with a wide range of support needs and goals. This year's conference will also fill a gap created by the unfortunate cancellation of our joint county Vision for the Future (V4F) conference. Vision for the Future supported students with disabilities in seeking post-secondary education opportunities and to ensure that we are still providing this valuable information to our community, we will be integrating the content from V4F into our Joint County Transition Fair.

As we expand our conference this year, additional funding is instrumental in meeting the access needs of our broader audience joining us from a larger geographic area. Sponsorships from agencies like State Council on Developmental Disabilities will allow us to address language and cultural barriers that prevent segments of our community from equitable participation in educational opportunities.

It is without reservations that we support the Developmental Disabilities Council of Contra Costa County's application for sponsorship so that we may expand the education and support that we will be providing to the community.

Best Regards,

Ben Chen, MPH, SW
Coordinator, Alameda County Developmental Disabilities Council

**2023-2024
Board Members**

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Stephen Beard
Erin Boyd
Wandra Boyd
Scott Brooks
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Karen Toto
Geneva Ziaoure

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Cal-TASH

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: Cal-TASH is requesting a sponsorship for their "Self-Determined Life" conference. This conference brings together self-advocates, families, service providers, and educators to share ideas, research, and best practices in supporting inclusive lives for individuals with significant support needs from infancy to adulthood. This year's conference focuses on The Self-Determined Life which they want to explore in all of their usual conference strands: Early Childhood Education, Inclusive Education, Transition, Post-Secondary Education, Employment, Community Living, Communication, Human Rights and Legislation & Policy Advocacy. The theme for 2024 will promote new perspectives on our usual topics: Research, HCBS, Positive Behavior Support, Supported Decision Making, Family Support, Cultural Competence, Diversity and Equity, Disability Studies, Teacher Training, Systems Change, and Professional Development, The conference is scheduled to take place on March 1-2, 2024.

The conference will take place over two days, with three keynote speakers, at least one of who will be a person with lived experience. Their Legislation & Policy Committee will present a Town Hall session on Housing. Their speakers will present in nine sessions of eight breakout sessions.

SCDD's funds would be utilized to offset the audiovisual costs.

They were awarded a sponsorship from SCDD in 2017 for this event.

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 \$6,000 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 the Cal-TASH's request for sponsorship.

ATTACHMENTS(S): Cal-TASH's request for sponsorship.

PREPARED: Kristie Allensworth January 29, 2024



EQUITY, OPPORTUNITY, & INCLUSION
FOR PEOPLE WITH DISABILITIES

1242 Market St. 1st floor
San Francisco, CA 94102
Info@CalTASH.org

Visit us at CalTASH.org

November 5th, 2023

State Council on Developmental Disabilities
3831 N. Freeway Boulevard, Suite 125
Sacramento,
California 95834

**Subject: Request for Sponsorship for Cal-TASH 2024 Conference: Self-Determined Life:
Recommended for Ages 2-102**

Date of Application: November 6th, 2023
Contact Name: Karen Ford Cull
Phone: 310 408 8575
E-mail: info@caltash.org

Contact Address:
1242 Market St. 1st floor
San Francisco, CA 94102

Amount of Sponsorship Requested: \$1500

Dear Members of the California State Council on Developmental Disabilities,

I am writing on behalf of Cal-TASH seeking sponsorship for our upcoming event in March 2024. Cal-TASH supports practices that promote our resolution that all people, regardless of their label or perceived level of disability, should have the supports they need to direct the course of their own lives and to live and participate successfully in inclusive schools and communities. We are committed to increasing the ability of consumers and family members to exercise control, choice, and flexibility in the services and supports they receive. We believe that our annual conference plays a significant role in achieving this objective and we would like to expand our access to more consumers and families.

We kindly request your sponsorship and support for Self-Determined Life: Recommended for Ages 2-102, which is scheduled to take place on March 1-2, 2024, at the Hilton Sacramento Arden West.

Here are the requested details regarding our event and how your sponsorship would be utilized:

a. Event Details:

- Name: Cal-TASH 2024 Conference Self-Determined Life: Recommended for Ages 2-102
- Date: March 1-2, 2024
- Location: Hilton Sacramento Arden West, 2200 Harvard St, Sacramento, CA 95815 CA

Description of Event: Cal-TASH has held a two-day conference annually since 1982, bringing together self-advocates, families, service providers, and educators to share ideas, research, and best practices in supporting inclusive lives for individuals with significant support needs from infancy to adulthood.

This year's conference focuses on "The Self-Determined Life" which we want to explore in all our usual conference strands: Early Childhood Education, Inclusive Education, Transition, Post-Secondary Education,

Employment, Community Living, Communication, Human Rights and Legislation & Policy Advocacy. Our theme for 2024 will promote new perspectives on our usual topics: Research, HCBS, Positive Behavior Support, Supported Decision Making, Family Support, Cultural Competence, Diversity and Equity, Disability Studies, Teacher Training, Systems Change, and Professional Development,

The conference will take place over two days, with three keynote speakers, at least one of who will be a person with lived experience. Our Legislation & Policy Committee will present a Town Hall session on Housing. Our speakers will present in nine sessions of eight breakout sessions.

A key innovation for this year's conference is the addition of a Spanish language strand. We are currently actively seeking presenters for this new strand and we hope that this will also attract consumers and families for whom our conference has not previously been accessible. Cal-TASH is committed to expanding our reach by making our conference accessible to Spanish speakers.

Cal-TASH is the California chapter of TASH, the international leader in disability advocacy. Founded in 1975, TASH advocates for human rights and inclusion for people with significant disabilities and support needs – those most vulnerable to segregation, abuse, neglect, and institutionalization. TASH works to advance inclusive communities through advocacy, research, professional development, policy, and information and resources for parents, families, and self-advocates. The inclusive practices TASH validates through research have been shown to improve outcomes for all people.

Cal-TASH is the oldest, and largest, Chapter of all TASH Chapters. Cal-TASH is also its own 501(c)3 non-profit organization, separate from our national/international TASH organization. We follow all necessary regulations in the State of California and within the Federal government to maintain our non-profit corporation status in good standing.

Cal-TASH has no paid employees. Our Board of Directors are all volunteers and reside throughout the entire state of California. Our Board of Directors includes a diverse array of individuals, including people with disabilities, family members, researchers, professionals, adult service providers, direct service workers, teachers including early childhood special educators and special education teachers, and university professors, which is reflective of our membership.

Cal-TASH has provided discounted membership and Conference registration rates and scholarships to self-advocates and family members for the past 41 years. As a Board, we work hard to make our Conference accessible to all, including making it financially accessible. When compared to similar professional-quality conferences held throughout the State, our Cal-TASH Conference has always been amongst the most affordable.

Conference Objectives include:

1. Showcasing evidence-informed, innovative, and progressive examples of self-determined lives across the lifespan.
2. Highlighting the transformative effects of self-determined and inclusive lives in the community.
3. Growing a practical understanding of self-determined, inclusive community living and the awareness of the challenges faced, and strategies developed, to overcome these challenges, leading to successful outcomes.
4. Energizing and expanding potential networks of interest, in collaboration with the greater developmental disabilities service and support system, during and beyond our Conference.

b. Utilization of SCDD's Funding:

The "Self Determined Life" conference aims to significantly enhance the ability of consumers and family members in the disability community to exercise control, choice, and flexibility in the services and supports

they receive. We hope to facilitate individuals with disabilities and their families taking an active role in shaping their own lives and futures. Through strategic utilization of the sponsorship from SCDD, we will implement a comprehensive set of activities and features that directly contribute to achieving this goal.

To increase the impact and accessibility of the conference, Cal-TASH added a Spanish language strand and Spanish language interpretation translation for keynote presentations for the first time this year. Offering Spanish language presentations and interpretation and translation allows the organization to reach a historically unserved community of family members and self-advocates, ultimately increasing the possible impact of the conference on regional center consumers. A concerted effort to recruit Spanish-speaking families, self-advocates, and presenters to attend is underway.

We request \$1,500 in funds from SCDD to offset the audio-visual costs associated with adding the Spanish language strand to the Cal-TASH conference. The total audio-visual cost for the 2024 Cal-TASH conference is \$7,700.85 per the current signed contract. The audio-visual costs associated with the two-day Spanish language strand include a projector screen and hook-ups for one Spanish language breakout room (\$380), a secondary keynote projector in the ballroom for Spanish language slides (\$690), a second projector screen and hookups for all events (\$380), and labor cost associated with additional breakout room and ballroom set up (\$315). The total audiovisual cost associated with adding the Spanish language strand is \$1,765. A grant of \$1,500 from the SCDD would greatly support Cal-TASH in offering the conference to a wider audience and supporting a greater number of regional center consumers and their families in California.

By strategically allocating SCDD's funding to this initiative, the "Self Determined Life" conference will create a lasting impact on a new audience of consumers and family members in the Spanish-speaking community. We firmly believe that increased knowledge, skills, and peer support will empower individuals to confidently exercise control, make informed choices, and navigate the services and support landscape with flexibility and self-assurance.

c. Presenters and Panelists:

We will have three keynote speakers. We expect two will be individuals with lived experience of disability. We will have nine break-out sessions with six to seven presentations totaling 59 sessions. Our call for proposals is still open but based on our experience in previous years, we project that we will have at least ten or more presenters who are consumers or family members of consumers. We anticipate that our Spanish language strand will attract presenters who are consumers or family members. We are also planning a town hall on Housing which will feature seven panelists including at least one individual with a disability and a family member.

d. Expected Attendees:

We hope to exceed our 2023 attendance of 225 attendees, 62 being consumers and family members of consumers. Our conference attracts individuals with intellectual and developmental disabilities, their family members, professionals and direct support providers in supported living and employment, educators (teachers, including early childhood special educators and special education teachers, students in teacher preparation, paraeducators, administrators, and university professors in the field of education and disability studies), regional center staff, attorneys, advocates, representatives for state agencies and disability advocacy organizations.

Consumers and Family Members: In 2023 15.25% of our attendees were self-advocates and 12.56% were family members. At least three families funded their attendance using regional center funding or Self-determination funds.

e. Outreach Strategy:

Our Board members have already started to reach out to consumers and their families to find presenters, particularly for the Spanish language strand, using bilingual materials.

We have sent marketing materials to the Family Resource Center related to Alta Regional Center, and met with Client Advocates there and with DDS. We sent information on the conference to SCDD, ARC, ARCA, the MIND Institute, Golden Gate Regional Center. We had a table at the Supported Life Institute conference. We have distributed 1700 marketing postcards including some to the Santa Clara Office of Education for Inclusion for distribution in their conference bags and through CSUN to student educators and LAUSD Teachers. We will also send information electronically to all FRCs and FECs, Regional Centers, DREDF, and DRC.

We will continue to market to groups on social media such as Instagram, Facebook, and LinkedIn attracting families and self-advocates, utilizing social media influencer parents and parent organizations such as the Common Ground Society and Include CA, and through our drop-in zoom, Tuesdays for Inclusion.

f. Budget:

- Total Budget: \$ 59,647.63
- Amount Requested: \$1,500
- Please see attached Conference Budget

g. Previous SCDD Sponsorships/Grants:

- Our 34th Annual Conference in 2017 received a SCDD sponsorship.
- Our 31st Annual Conference in 2014 received a Sponsorship from the Bay Area Regional Office (formerly known as Area Board V).

h. Letter of Recommendation:

- Attached, please find a letter of recommendation from Community Employment Services, which supports our efforts to improve consumer and family self-advocacy.

We believe that our event aligns with SCDD's mission and values, and your sponsorship will help us make a substantial impact on the lives of consumers and their families. We will ensure proper acknowledgment of your support during the event, highlighting that consumer and family participation is made possible, in part, by funding from the California State Council on Developmental Disabilities.

- We provide a paper Conference Program with a section that lists our Sponsors. SCDD will be listed as one of the Sponsors in this Program. Every person attending receives access to a paper Conference Program.
- A large poster near, or at, the Registration Desk also notes the names/logos of our Sponsors.
- We will recognize our sponsors during the welcoming session.
- Recognition on Cal-TASH social media and website before the conference

If you require any additional information or have any questions, please do not hesitate to contact Karen Ford Cull at info@caltash.org or 310 408 8575.

Thank you for your consideration, and we look forward to the possibility of partnering with the SCDD to create a positive change for our community.

Sincerely,

A handwritten signature in black ink that reads "Karen Ford Cull". The signature is written in a cursive, flowing style.

Jodie Agnew-Navarro, President

Karen Ford Cull, Co-Treasurer.

Respectfully Submitted on Behalf of the Cal-TASH Board of Directors.
Enc.

Budget Proposal for Cal-TASH Conference 2024		
	AV breakdown	Projected 2024
INCOME		
<u>Conference fees</u>		
Professionals 100@210		\$ 21,000.00
Direct Support Providers 75@175		\$ 13,125.00
Individuals with IDD & Families 50@150		\$ 7,500.00
Total		\$ 41,625.00
Sponsorship		\$ 4,000.00
SCDD		\$ 1,500.00
Vendor tables		\$ 1,500.00
Ads in Program		\$ 2,500.00
Donations		\$ 1,000.00
Total Income		\$ 52,125.00
EXPENSES		
Accessible Registration Platform		\$ 625.00
Wix payment fee		\$ 1,274.63
Printing: Posters/Schedule/Program		\$ 1,638.00
Marketing postcards		\$ 600.00
Hotel (inc food)		\$ 32,795.00
Speaker Fees		\$ 2,500.00
Interpreters		\$ 5,000.00
Translating		\$ 2,300.00
ASL interpreting		\$ 2,000.00
Accessible Transportation to hotel		\$ 715.00
Insurance		\$ 2,500.00
Audio Visual mainstream	\$ 5,935.00	
<u>For Spanish Speaking Strand</u>		
Breakout room	\$ 380.00	
Secondary Keynote projector	\$ 690.00	
second projector screen and hoo	\$ 380.00	
labor for set up	\$ 315.00	
Spanish Speaking Strand AV	\$ 1,765.00	
Audio Visual total	\$ 7,700.00	\$ 7,700.00
Total expense		\$ 59,647.63



Community Employment Services
A -support service of Social Development Centers, Inc.
1242 Market Street, 1st floor
San Francisco, -CA 941-02
415-503-4460

RE: SCDD Sponsorship

October 31, 2023

Dear Council Members,

It is an honor to write a letter of support for the Cal TASH SCDD Sponsorship for their Annual Conference-on-March 1st and 2nd of 2024.

Cal-TASH has always been an inclusive organization promoting learning opportunities for individuals with intellectual and developmental disabilities, their families, and everyone that provides support services throughout the life span.

Community Employment Services has been members of Cal TASH and their parent organization TASH for over 40-years. We have strongly supported Cal TASH and TASH because our values of inclusion and equal opportunity for all align.

The main goal of Cal TASH Volunteer Board of Directors that has been hosting Annual Conferences throughout the state; is to make their conference as accessible as possible to all interested in attending.

We are extremely pleased that this year Cal TASH is expanding the opportunity to increase attendance for Spanish -speaking individuals with developmental disabilities, their families and everyone that provides support services throughout the life span.

A SCDD Sponsorship will increase Cal TASH outreach to the Spanish speaking population served by the 21 Regional Centers of California.

Cal TASH plans to use the SCDD Sponsorship to help offset the additional audio-visual costs so that Spanish -speaking attendees can fully participate and obtain the maximum benefit Cal TASH conference has to offer.

Community Employment Services believes that Cal TASH will be helping to close the equity gap of services and supports to people of color in our state of California by providing a Spanish speaking strand. Our hope is that it will build and improve the advocacy efforts of Spanish speaking advocates with lived experience and their families.

Thank you for the opportunity to express our support for Cal TASH application for an SCDD Sponsorship.

Sincerely,

Shirley A. Rodriguez, M.S.
Executive Director and Founder

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: CHOICES Institute

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: CHOICES Institute is requesting a sponsorship for “Be the Light...Shine through YOUR CHOICES” 2024 conference. Participants of the conference will gain knowledge from their peers and the opportunity to learn from the entire experience. They can use this knowledge and experience in their own life. The conference is scheduled for Friday, April 12, 2024.

The conference will provide three keynote speakers with developmental disabilities who will be paid for their presentations, Microbusiness Fair, Entertainment during lunch by The Advocates -a group of adults with developmental disabilities that are paid for their time, and hire Futures Explored to record the conference again.

The CHOICES Institute provides education through an annual conference and training seminars for persons with developmental disabilities, their families, professionals, volunteers, service providers, regional center staff and others.

SCDD’s funds would be utilized to offset the costs for the speakers and the performance by The Advocates.

They were awarded a sponsorship from SCDD in 2015, 2018 and 2023 for this event.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Goal 1.1-The Council will provide information and resources through 250 regional/statewide self-advocacy chats, 40 regional/statewide projects/events and 125 trainings to strengthen 12,000 self-advocates in: 1) Achieving self-governance with supports, as requested; 2) Identifying and asking for the supports and services that they need; 3) Becoming and serving as peer trainers; 4) Developing skills and opportunities to engage as strong activists for issues that are important to them and their families; and, 5) Participating in culturally diverse, cross-disability coalitions.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2023-24 the Council has awarded \$6,000 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 the CHOICES request for sponsorship.

ATTACHMENTS(S): CHOICES request for sponsorship.

PREPARED: Kristie Allensworth January 29, 2024

CHOICES INSTITUTE

Board Members

Ignacio Chavez
Chairperson

Christine Couch Lurali Moore
Treasurers

Mary Velaquez
Secretary

Liliana Altamirano
Nathan Ayala
Lisa Culley
Cheryl Dobson
Dena Hernandez
Daime Hoornaert
Beverly Legault
George Lewis III
Chris Martin
Chanel Murray
Mary Ellen Sousa
Frank Souza
Hester Wagner
Kerstin Williams
Colleen Yoder

Administrative Support
Maylee Sy SJCOE

Supporting Organizations

State Council on Developmental
Disabilities – North Valley Hills
Central Valley Training Center
Coalition of Local Area Service
Providers (CLASP)
Creative Support Alternatives/SDSU
Disability Resources Agency for
Independent Living (DRAIL)
Disability Rights California/Office of
Clients' Rights Advocacy
Family Resource Network
Futures Explored/Future Films
Lodi Unified SELPA
Valley CAPS
Person Centered Services
San Joaquin County
Office of Education SELPA
Self Advocacy Council 6
United Cerebral Palsy
of Stanislaus
Valley Mountain Regional Center

SCDD Sponsorship Application:

CHOICES 2024 Conference

January 22, 2024

a. The name, date, location and description of your event/conference;

- CHOICES 2024 Conference *"Be the Light...Shine through your CHOICES"*
- Friday, April 12, 2024, from 10:00am-2:00pm
- **In person** at the San Joaquin County Office of Education, Stockton, CA
- The CHOICES Institute provides education through an annual conference and training seminars for persons with developmental disabilities, their families, professionals, volunteers, service providers, regional center staff and others.
- The CHOICES Committee is a collaborative group made up of individuals with developmental disabilities, family members, various service provider agency representatives within our region (Amador, Calaveras, San Joaquin, Stanislaus and Tuolumne Counties), as well as SCDD North Valley Hills, Valley Mountain Regional Center and the San Joaquin County Office of Education.
- The 2024 Conference will provide self-advocate keynote speakers, Microbusiness Fair, Entertainment during lunch by The Advocates -a group of adults with developmental disabilities that are paid for their time, and hire Futures Explored to record the conference.
- All attendees will pay a fee of \$30 which will get the attendee lunch (a choice of type of sandwich is offered), all the conference handouts (which can include various handouts from the speakers possibly or notices of related upcoming events or even SCDD informational materials), as well as a CHOICES t-shirt.
- Participants of the conference both virtually and in person
-

b. 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;

- This annual event sells out every year. Most of the audience is made up of people with developmental disabilities who receive services from Valley Mountain Regional Center. By attending this conference and gaining knowledge and information participants learn to exercise control, choice and flexibility in the service they receive. The SCDD funds will be used to offset the cost of the conference which will allow the CHOICES Institute to keep the registration fee low.
- Participants of the conference will gain knowledge from their peers and the opportunity to learn from the entire experience. They can use this knowledge and experience in their own life.
- The CHOICES Conference Committee is requesting \$1500 to help fund the following:
 - A performance by The Advocates, Self Advocate Keynote Speaker Fees (to include the two emcees) and cost for printing, postage & signage for the event.

c. How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers;

- The emcees of the event are two self-advocates
- The Keynote speakers are all self-advocates (there will be 3 speakers)
- The microbusiness owners are people with developmental disabilities and do not have to pay for a table.

d. The number and type of expected attendees (e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members;

- Typically, this conference sells out each year- we get 500 attendees. The majority of our audience is made up of self advocates that include Transition aged students. There are service providers, educators, family advocates and regional center staff as well.
- Due to Covid- the two conferences were done on zoom at no cost and were only 2 hours long. Last year's conference was full day hybrid and this year will be in person only.

e. List of Supporting Organizations:

- State Council on Developmental Disabilities – North Valley Hills
- Central Valley Training Center

- Coalition of Local Area Service Providers (CLASP)
- Creative Support Alternatives/SDSU
- Disability Resources Agency for Independent Living (DRAIL)
- Disability Rights California/Office of Clients' Rights Advocacy
- Family Resource Network
- Futures Explored/Future Films
- Lodi Unified SELPA
- Valley CAPS
- Person Centered Services
- San Joaquin County Office of Education SELPA
- Self Advocacy Council 6
- United Cerebral Palsy of Stanislaus
- Valley Mountain Regional Center

f. How you will conduct outreach to increase consumer and family involvement in the conference;

- Outreach of this event is done by the conference planning committee. The Self Advocacy Council 6 provides information and materials at their CHAT meetings, SCDD North Valley Hills disseminates information and material as do the rest of the committee members.
- Social Media from SAC6, SCDD & VMRC is used.
- Because it is an annual even held in April of each year, people know to look for information on the CHOICES Institute website. We also have a t-shirt and video contest which helps people know the theme and give them an opportunity to be part of the event by sending in artwork or video work.
- VMRC provides the CHOICES information in their weekly Health Advisory which goes out in English & Spanish.

g. 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;

The CHOICES Institute is requesting \$1500 to help fund the following: (* full budget included at end of this request)

- A performance by The Advocates= \$500
- Speaker Fees (to include the two emcees) = \$600 (CHOICES registration fees will cover the rest of this line item)
- Conference cost for printing, postage and signage= \$400

OTHER SOURCES: CHOICES Institute receives in kind support from the San Joaquin County Office of Education (SJCOE) in regard to space, staff time and folders for the event and from SCDD North Valley Hills in regards to hosting our planning team meetings and other technical support of this event. Legends Apparel provides a reduced price for the t-shirts.

This year- CHOICES requested Event Sponsor opportunities (letter attached) to a date- CHOICES received sponsorship dollars from Central Valley Training Center, Valley CAPS, Self-Advocacy Council 6, Office of Clients' Rights Advocacy and Valley Mountain Regional Center. The hope is more is on the way. CHOICES has always broken even with this conference, but hosting the 2 free of charge did utilize our limited coffers.

h. A list of other SCDD sponsorships and grants you have previously requested and/or received;

- CHOICES Institute requested and received \$999 from SCDD for the 2015 & 2018 CHOICES Conferences. Received \$1500 for our 2023 Conference.
- CHOICES Institute did complete an updated payee data form in 2023.

i. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy

- **Submitted two letters:**
Self Advocacy Council 6 (SAC6)
Family Resource Network (FRN)

2. Acknowledgement during the event that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities will occur at the morning welcome by SCDD North Valley Hills manager, through SCDD signage, SCDD logo on conference materials and SCDD will have a resource table.

On behalf of the CHOICES Institute, I thank you for your time and attention to this matter. The CHOICES Conference is a worthwhile event and it does highlight self-advocacy which is in line with SCDD's state plan goal on Self Advocacy. I can be contact at our CHOICES line- 209-473-6950 or email: ichavez@ucpstan.org .

Respectfully,

Ignacio Chavez

Ignacio Chavez

CHOICES Institute Chairperson

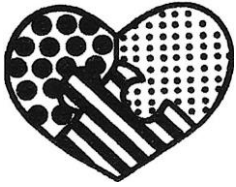
Attachments:

- Copy of the SCDD Sponsorship Checklist
- Copy of Sponsorship Request Letter
- **DRAFT** Registration Form (not public at this time)
- CHOICES Institute 2024 Conference Budget
- Letters of Recommendation from Family Resource Network and the Self Advocacy Council 6

Prospective Budget for the CHOICES 2024 Conference

Income:		Totals:
Participants= average 500		
50 staff & professionals-in person	\$30 x 50	\$1,500
450 individuals with disabilities/family members -in person	Rate of \$30 x 450	\$ 13,500.00
Sponsorship from agencies (1 st time doing so not sure how much)		\$5,000
Money from registration fees		\$ 20,000
Expenditures:		
Use of SJCOE Building	In kind donation SJCOE	\$0
Liability Insurance		\$200.00
Self Advocate Speakers fees, also includes two Self Advocate emcees	3 speakers SCDD request \$600 to help with this cost	\$1500.00
Possible need for Hotel room(s) for speaker and possible support staff		\$200.00
CHOICES Scholarships	\$30 x 20	\$600.00
Printing (poster winner/registration materials)	SCDD Sponsorship	\$200.00
Postage	SCDD Sponsorship	\$100.00
Signage	SCDD Sponsorship	\$100.00
CHOICES T-shirts		\$7500
Conference Packet materials & handouts	In kind donations from	\$ 0

	SJCOE & SCDD NVH	
Food- Continental Breakfast, coffee service and Panera Lunch	Estimated as costs have increased	\$ 10,000.00
"The Advocates" entertain at lunch (individuals with disabilities hired from Person Centered Services)	SCDD request	\$ 500.00
Contract with Futures Explored for filming and editing		\$1500
Certificates, holders and cash award to t-shirt and video winners		\$ 200.00
Voicemail Line Fee	In kind donation	\$0
Total Expenditures		\$22,600
Income of \$20,000.00 less Expenditures \$ 22,600		= \$-2600
Less SCDD Sponsorship request of \$1500	+1,500	= \$-1100



Family Resource Network

5250 Claremont Avenue, Suite 148

Stockton, CA 95207

209-472-3674 ☎ 800-847-3030 ☎ fax 209-472-3673 ☎ www.frcn.org

1/19/2024

State Council in Developmental Disabilities

Dear Sponsorship Selection Committee,

As Executive Director of Family Resource Network (FRN), I am writing to express my support for the application for sponsorship for the CHOICES Institute Conference, scheduled for Friday, April 12, 2024. This year marks the 36th anniversary of the first CHOICES Institute! The longevity of this conference shows the relevance and needs it meets within our community.

Along with several other agencies, Family Resource Network has been part of the CHOICES Institute Planning Team for many years, with the goal to bring a quality, uplifting, and learning experience to self-advocates and those who work and live with persons with disabilities. The conference promotes self-advocate and family empowerment through presentations given from personal experiences from peers, centered around a common theme. The great thing about the conference is that there are attendees from all five counties from our regional area-San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne. This year, there will be options for in-person as well as virtual attendance. Also, microbusiness vendors and agency resource fairs will be available.

Sponsorship funding will be used to provide self-advocate, family advocate, and teacher scholarships, fees to pay the self-advocate speakers, and for a performance by The Advocates-a local, very popular singing group from our community, whose members are all self-advocates.

Thank you in advance for consideration of the proposal presented for sponsorship. It will be used wisely, and to the benefit of all those attending the conference.

Sincerely- Lisa Culley- Executive Director

*Providing support to families raising children with special needs in Amador,
Calaveras, San Joaquin, Stanislaus and Tuolumne Counties.*

SPONSORSHIPS AWARDED FOR 2023-2024

Agency Name:	Event Date:	Amount Requested:	Amount Awarded:	Amount Invoiced:	Remaining Funds:
Special Needs Resource Foundation of San Diego	7/13/2023	\$1,500	\$1,500	\$1,500	\$23,500
Exceptional Family Center	9/16/2023	\$1,500	\$1,500		\$22,000
University Center for Excellence in Developmental Disabilities (UCEDD) at the MIND Institute at the University of California, Davis	7/28/2023	\$1,500	\$1,500	\$1,500	\$20,500
Disability Voices United	11/1/2023	\$1,500	\$1,500	\$1,500	\$19,000

FEBRUARY 20, 2024

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. Shawna Hall, Board Member, Tri-Counties Regional Center
- B. Michael Costa, Board Member, North LA County Regional Center
- C. Lilian Martinez, Board Member, North LA County Regional Center
- D. Ramon Gonzalez, Board Member, Harbor Regional Center
- E. Joanne Giardello, Board Member, North Bay Regional Center
- F. Mariana Murillo, 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 Shawna Hall, Michael Costa, Lilian Martinez, Ramon Gonzalez, Joanne Giardello, and Mariana Murillo.

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 (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.

Shawna Hall, Board Member, Tri-Counties Regional Center: Shawna Hall is a member of the Tri-Counties Regional Center (TCRC) Board of Directors³. Ms. Hall is a recipient of TCRC services.

Information regarding the TCRC Board's recruitment and appointment process is available at <https://www.tri-counties.org/who-we-are/tcadd-board-directors/>.

Ms. Hall recently came into a potential conflict with her Board position at TCRC by accepting a position as a Training and Facilitation Intern for Helen Sanderson Associates, USA (HSA). HSA is a vendor for TCRC.⁴ HSA provides person-centered training to staff and stakeholders throughout the area. As HSA is a vendor with TCRC, Ms. Hall's HSA salary is paid through TCRC Paid Internship Program funds.

The Council previously approved a conflict waiver request under the same circumstances 2021 and 2022.

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

² Welf. & Inst. Code § 4628.

³ The governing board of TCRC is the Tri-Counties Association for the Developmentally Disabled (TCADD). TCRC is used throughout this letter for ease of reference.

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

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation⁵ 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. Hall's conflict of interest arises because she works for HSA, a vendor with TCRC. Her HSA salary is paid out of funds provided by TCRC. To address and mitigate the conflict, TCRC submitted the following Conflict of Interest Resolution Plan (Plan):

1. As a governing TCRC board member, Ms. Hall will not participate in any discussion or vote on any matter involving HSA vendor contracts or any business matters regarding TCRC and HSA. Ms. Hall is not involved with the selection of vendors who will work with TCRC.
2. Ms. Hall would disclose the existence and nature of the conflict of interest to TCRC's Board and have it noted in the Board records.

⁵ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

3. Ms. Hall would abstain from voting on any matter pertaining to HSA. Ms. Hall will remove herself from any deliberation or decisions of TCRC regarding HSA, including, but not limited to: preparation, formulation, or approval of reports, plans, policies, analysis, or TCRC opinions regarding HSA.
4. Should matters related to HSA arise during and TCRC Board or committee meeting, Ms. Hall will refrain from participating in the discussion.
5. TCRC's Board President and members are responsible for ensuring Ms. Hall complies with Welfare and Institutions Code section 4622(k)(2).
6. TCRC's Board President and members are responsible for ensuring that the 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. Hall's employment at a TCRC vendor. Accordingly, staff recommends reapproval of Ms. Hall's waiver request.

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

ATTACHMENT: Ms. Hall's COI reporting statement and Plan.

PREPARED BY: Legal Counsel Brian Weisel – January 30, 2024.

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.

Michael Costa, Board Member, North Los Angeles County Regional Center:

Michael Costa is currently member of the Board of the North Los Angeles County Regional Center (NLARC). Costa had been serving without any known conflict of interest. Recently, however, Costa has entered into a contract relationship providing legal services for Center for Autism and Related Disorders (CARD) which operates ABA centers in Los Angeles County amongst other California counties. CARD is a vendor of NLARC.

This is the first time the Council has considered a waiver for this potential conflict for Michael Costa.

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. (I).

² Welf. & Inst. Code § 4628.

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

- (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.

Costa's conflict of interest arises because he provides independent contractor legal services for Center for Autism and Related Disorders. CARD is a provider of ABA behavioral services for patients who may also be Regional Center Consumers.⁴ To address the conflict, Costa submitted the following Conflict of Interest Resolution Plan (Plan):

1. Mr. Costa will have no interaction as a board member with any matter that might impact CARD, and specifically will recuse himself from any vote on any matter that could impact CARD.
2. Mr. Costa will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact CARD.
3. Mr. Costa 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 CARD or any actions creating policy or approaches that would impact CARD.
4. Mr. Costa will not review, participate, or be present as a board member, in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for CARD.
5. Mr. Costa will not review, participate, or be present as a board member, in the preparation, consideration, or any follow-up related to Special Incident Reports from or about CARD.

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

6. Mr. Costa will not create, review, or in any way participate as a board member in, any corrective action plans for CARD.
7. Mr. Costa will not review, participate, or be present as a board member, in any discussions, recommendations, action, or resolution of any complaints pertaining to CARD.
8. Mr. Costa will not review, participate, or be present as a board member, in decisions regarding vendor appeals, or fair hearings involving CARD and other adaptive skills training and behavioral services vendors.
9. Mr. Costa will not access vendor files or other information the regional center maintains about CARD, either in electronic or hard copy form.
10. Mr. Costa will not review, participate, or be present as a board member, in developing, creating, or recommending any POS policies, or other policies, that might apply to CARD. Instead, these tasks will become the responsibility of the other board members.
11. Mr. Costa will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving CARD.
12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Mr. Costa has no involvement whatsoever in any action or business whatsoever involving or affecting CARD.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon the contract legal services Costa provides to a NLARC vendor. Accordingly, the staff recommendation is to approve Costa's waiver request.

STAFF RECOMMENDATION: Approve Costa's waiver request.

PREPARED BY: Legal Counsel Brian Weisel – February 1, 2024.

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.

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. (I).

² Welf. & Inst. Code § 4628.

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

- (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 re-submitted the following Conflict of Interest Resolution Plan (Plan):

1. 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.
3. 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).

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

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 – January 24, 2024.

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.

Ramon Gonzalez, Board Member, Harbor Regional Center: Ramon Gonzalez is a new member of the Board of Directors of Harbor Regional Center (HRC). Gonzalez receives services from HRC and is currently employed by CLU Transitions, Inc., doing business as Brainstorm, a HRC vendor (Brainstorm). Brainstorm is an employment-based community integration training program. The program provides employment training specializing in the soft skills required for employment (personal interactions, assertiveness, work behaviors, etc.). The program has a paid component providing animation services for books, television, and movie productions. Gonzales works as a computer animator.

HRC has a public member recruitment and appointment process which is subject to public review and engagement. Candidates for the HRC 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 the first time the Council has considered a conflict waiver for this individual.

///

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

² Welf. & Inst. Code § 4628.

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;
- (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.

Gonzalez's conflict of interest arises because he is employed by a HRC vendor.⁴ To address the conflict, Gonzalez submitted the following Conflict of Interest Resolution Plan (Plan):

1. Gonzalez shall not involve himself in any business dealings, or potential dealings, with Brainstorm.
2. Gonzalez shall not allow any decisions he makes in the course of his duties as a HRC Board member be influenced by the fact he is employed with Brainstorm.

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. If such an occasion did occur, Gonzalez understands he must remove himself from any decision-making involving Brainstorm.
4. Gonzalez 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 Brainstorm.
5. The HRC Board President and Executive Director shall ensure that all confidential matters related to the status of Brainstorm will not be discussed with Gonzalez 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 Gonzalez's employment with a HRC vendor. Accordingly, staff recommends approval of this waiver request.

STAFF RECOMMENDATION: Approve Gonzalez's waiver request.

PREPARED BY: Legal Counsel Brian Weisel – January 24, 2024.

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.

Joanne Giardello, Board Member, North Bay Regional Center:

Joanne Giardello is a member of the Board of Directors of the North Bay Regional Center (NBRC). Giardello's daughter owns In Harmony Music, LLC, that was recently vendorized by NBRC as a social recreation services provider. Giardello is not herself involved with In Harmony Music, only family.

This is the first time the Executive Committee has reviewed Giardello's proposed Conflict of Interest Waiver.

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

² Welf. & Inst. Code § 4628.

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;
- (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.

Giardello's conflict of interest arises because their family member owns a NBRC vendor.⁴ To address the conflict, Giardello submitted the following Conflict of Interest Resolution Plan (Plan), summarized below:

1. As a governing North Bay Regional Center Board Member, Giardello will recuse herself from any discussion or vote of any matter involving Social Recreation Services and/or In Harmony Music LLC.
2. North Bay Regional Center's governing board and management staff will be informed of this Plan of Action and will be informed of the need to ensure that Giardello does not participate in any discussion or vote on any issue relating to Social Recreation Services and/or In Harmony Music LLC.
3. The Executive Committee of the North Bay Regional Center Board has been informed of and has approved the submission of this proposed Plan of Action for Waiver of Conflict of Interest.

4. North Bay Regional Center's Board of Directors itself will be responsible for ensuring that the above plan and limitations are applied and monitored.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Giardello's family members' relationship with a NBRC vendor. Accordingly, the staff recommendation is to approve Giardello's waiver request.

STAFF RECOMMENDATION: Approve Giardello's waiver request.

PREPARED BY: Brian Weisel – Legal Counsel, February 1, 2024.

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.

Mariana Murillo, Board Member, Tri-Counties Regional Center:

Mariana Murillo is a family-advocate who was appointed as a member of the Board of Directors of Tri-Counties Regional Center (TCRC) in May of 2022. Ms. Murillo works for Alpha Resource Center of Santa Barbara, which receives funding through TCRC. Her job duties include linking up families to local services, including information, trainings, and workshops in Due Process/FAPE hearings, SSI benefits, IHSS and Peer-to-peer support.

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.

The Executive Committee previously approved a Conflict Waiver under similar circumstances in August 2022.

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

² Welf. & Inst. Code § 4628.

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;
- (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. Murillo's conflict of interest arises because she is employed by an organization receiving TCRC funds to provide information and services to TCRC clients.⁴ To address the conflict, Ms. Murillo submitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Murillo shall not involve herself in any business dealings with Alpha Resource Center.
2. Ms. Murillo shall recuse herself from voting on any Board matters involving decisions specifically involving Alpha Resource Center, including voting and contract reviews.
3. Ms. Murillo is not to allow any decisions she makes in the course of her duties as a Board member to be influenced by the fact that she is employed by Alpha Resource Center.

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).

4. If such an occasion did occur, Ms. Murillo understands she is to remove herself from any decision-making involving Alpha Resource Center.
5. Ms. Murillo 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 Alpha Resource Center.
6. The TCRC Board President and Executive Director shall ensure that all confidential matters related to the status of Alpha Resource Center will not be discussed with Ms. Murillo and will be responsible for ensuring this Plan and its safeguards are applied and monitored.

It should be noted that unlike many of our conflict waiver requests, Ms. Murillo not only works for a vendor with TCRC, but provides information and services about other services related to TCRC through her employment. Regional office staff inquired further about this potential conflict, and HRC though its Executive Director noted that:

Alpha is a vendor of TCRC, but they also operate the SB County Family Resource Center for us and that's where Mariana and Norma [another COI waiver request] work. They're both parents. So, they're not the same as regular DSP's. Additionally, we've struggled for a decade to find Latinos to serve on the Board and DDS has imposed a lot of pressure on TCRC to correct this ASAP.

We don't have any other Board members who work for Alpha. They are both fully aware of the scope of work involved in being board members and have committed to being on the board and have stated on the COI resolution plan that they would recuse themselves from participating or voting in matters related to Alpha.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Murillo's employment with a TCRC vendor. Furthermore, Ms. Murillo's membership on the HRC Board appears to help HRC meet the composition requirements set forth in W&I Code section 4622. Accordingly, staff recommends approval of this waiver request.

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

ATTACHMENT: Ms. Murillo's COI reporting statement and Plan.

PREPARED BY: Legal Counsel Brian Weisel – January 30, 2024.

FEBRUARY 20, 2024

AGENDA ITEM 9.

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Draft 2024 SCDD Budget

Chief Deputy Director Ken DaRosa will provide an update on current year (FY 2023-2024) budget expenditures and present the proposed SCDD 2024-2025 budget for consideration.

Attachments

Budget Narrative

Line-Item Summary

FY 2023/24 Budget Display

FY 2024/25 Proposed Budget Display

Action Recommended

Approve the FY 2024-25 proposed SCDD budget to send to the full Council for consideration.



SCDD Budget Update for SFY 2023-24 and Budget Presentation for SFY 2024-25

The package before the Committee includes a methodology summary explaining the process used to build the annual SCDD budget for the Council's consideration. The report provides definitions of individual line items and terms used throughout the report and the budget displays in your packet.

The report also includes a combined first and second quarter budget report for State Fiscal Year (SFY) 2023-24. This report's period covers July 1, 2023, through December 31, 2023. It summarizes spending for that period, and projects how much money remains for the rest of SFY 2023-24.

This report also will present the proposed SFY 2024-25 budget.

Terms and Methodology:

Personal Services

This line item includes salaries and wages, and benefits, for department staff as well as the Honoraria payments to Council members.

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

Operating Expense and Equipment (OE&E)

This category is made up of several line items that cover the statewide operational costs of doing business. Items can include printing, equipment, and travel. These line items are further explained later in this report.

The OE&E line-item amounts are based on the actual expenditures from prior state fiscal years and consider upward or downward spending trends.

Community Program Development Grants

The community program development grants, also known as Cycle Grants, are competitively awarded annually as directed by the Council.

Calculation of Total BSG Award

The State Fiscal Year is July 1 through June 30. The Federal Fiscal Year (FFY) is October 1 through September 30.

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 2023-24 budget reflects 3 months of FFY 2023 funding (July-September) and 9 months of FFY 2024 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 2023-24 budget is \$8,062,000 and the BSG Award is \$8,064,000 –a difference between award and expenditures of \$2,000.

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 23, projected unexpended funds of approximately \$345,000 available for the current state fiscal year.

2023-24 Budget Update Report

The Council approved the SFY 2023-24 BSG budget on May 23, 2023, and was presented a revised budget at its November 28, 2023, meeting. The revised budget reflected changes resulting from salary increases for state employees approved in August 2023. It also included a modest BSG increase of \$29,000 to the budget.

The following information describes year-to-date expenditures. It is important to understand that information is based data at a specific point in time (i.e., December 31, 2023). It is subject to change.

SFY 2023-24 BSG Expenditures

The total BSG budget is \$8,062,000. Spending, for the first six months of the fiscal year, totals \$2,823,082. This leaves a remaining balance of \$5,238,918, or 65 percent.

- Personal Services: Total expenditures are (\$2,297,653). This gives us balance of \$3,949,347 (63.2 percent). As of December 31, 2023, there were 7 vacancies. However, two positions were filled in January and, currently, we have two active recruitments.
- OE&E: The table in your packet shows two line items that appear overspent: General Expense and Other Items of Expense. Staff are investigating this matter and it's likely these are expenses that were assigned to the wrong line item. Once this is confirmed, we will correct the display accordingly.

However, OE&E expenditures remain within budget. Expenses under this category total \$525,429, with a remaining balance of \$989,571, or 65.3 percent.

- Program Development Grants: In May 2023, the Council authorized a one-time increase to the Community Development Grants of \$40,000. This raised the annual amount to \$300,000.

Grant recipients began their work in October 2023. However, invoices for work performed began arriving only within the last month. As such, the budget shows no expenditures thus far. This will change over the next few 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 2023-24 Quality Assurance (QA) Reimbursements from DDS

The QA budget for SFY 2023-24 is \$3,672,000. To date we've spent \$1,958,096, and we have a remaining balance of \$1,713,904.

- Personal Services: Year-to-date expenditures of \$1,399,887 give us a remaining balance of \$879,113. The program has three vacancies (i.e., 17 percent). Committee members will see that the remaining balance is only 38 percent. However, staff have identified accounting errors and have been meeting with the Department of Social Services accounting team to correct these errors. We will revise our projections once these corrections are completed.
- OE&E: Total spending in this category is \$558,209, with a remaining balance of \$834,791.

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

Total CRA/VAS funding available is \$1,661,000. With six months remaining in the state fiscal year, reimbursements from DDS for the CRA/VAS Program reflect a remaining balance of \$729,611.

- Personal Services: Expenditures to-date total \$708,420 and reflect a remaining balance of \$581,580. The vacancy rate is 11 percent (i.e., one position).
- OE&E: Currently, expenditures total \$229,969 with a remaining balance of \$148,031.

The remaining balance for the CRA/VAS program is currently projected at 43.9 percent. However, and as with the QA project item, we've identified accounting errors and are working with our colleagues at DSS to correct them.

Proposed Fiscal Year 2024-25 BSG Budget and Description of Line-item Changes

The State Fiscal Year (SFY) 2024-25 BSG budget is not proposed to increase at this time. However, the proposed budget recommends adjusting various line items based on known cost increases and spending patterns.

Personal Services (Salaries and Wages, and Benefits)

This spending category is proposed to increase from \$6,247,000 to \$6,378,000. This change reflects projected salary and benefit increases resulting from agreements the state reached with labor unions in August 2023.

Temporary Help/Honorarium

This line-item is proposed to be reduced from \$60,000 to \$30,000 anticipating that there will be very limited expenditures in Temporary Help for 2024-25.

The honorarium portion of this line item is unchanged from 2023-24.

Operating Expenses and Equipment

Staff proposes to reduce various line items consistent with recent spending patterns or costs incurred in SFY 2023-24 that are not anticipated in 2024-25. The proposed changes reduce the OE&E budget from \$1,515,000 (SFY 2023-24) to \$1,424,000 (SFY 2024-25), or \$91,000.

General Expense

This category includes expenses such as office supplies, non-IT equipment purchases, and conference facilities. The budget proposes to reduce this line item for SFY 2024-25 to \$38,000 from \$50,000 in SFY 2023-24.

Printing

This line item covers the production of printed material such as Council and committee packets, pamphlets and brochures, reports, business cards, and copy paper.

Increased and ongoing use of digital materials and methods allows us to propose reducing this budget by \$10,000 to a proposed amount of \$20,000 for SFY 2024-25.

Communications

This category funds telecommunications and related expenses such telephones. Spending patterns support reducing this budget to \$45,000 for SFY 2024-25; a reduction of \$10,000 from the current fiscal year.

Postage

This line item is reduced by \$2,000 from the current year given increasing reliance on digital methods of sharing and delivering documents and materials. The proposed SFY 2024-25 budget amount is \$7,000.

Expenses under this category include postage meter rental and repair, supplies, and FedEx delivery services.

Travel In-State

This line item is budgeted at \$150,000, a reduction from SFY 2023-24 of \$25,000 to reflect travel practice and patterns over the last several years. While spending projections may change, some ongoing use of remote meetings and interaction will continue in SFY 2024-25.

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 \$1,000 for a proposed SFY 2024-25 budget of \$7,000. The category 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

Expenses under this item include:

- 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

The budget proposes a reduction of \$6,000 from the current year amount of \$35,000. The proposed budget (\$29,000) is consistent with spending in recent years and still supports required and staff development-related training.

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, and waste management services for SCDD offices where utilities are not included in the site's rent or 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, unchanged from SFY 2023-24, is budgeted at \$100,000 and supports interpreting, translation, and captioning services.

Information Technology

This line item is budgeted at \$190,000 for SFY 2024-25; a reduction of \$25,000. The category includes:

- CDT website hosting and data line charges for all SCDD offices
- Software purchases and licenses
- IT hardware such as PCs and accessories such as monitors and docking stations.

We're purchasing several new laptops for department staff in the current year as part of our IT refresh schedule. As a result, we do not anticipate purchasing additional devices until SFY 2025-26

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

The Council increased this item by \$40,000 for SFY 2023-24 (\$300,000). That was a one-time action and, as a result, the proposed budget for Community Program Development Grants is adjusted to its previous amount of \$260,000.



State Council on Developmental Disabilities

As of January 1, 2024

Expenditures through December 31, 2023

Federal Grant	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	6,247,000	429,422	2,297,653	3,949,347	63.2%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf/ Office Equip)	50,000	35	57,351	(7,351)	-14.7%
Printing	30,000	3,600	7,280	22,720	75.7%
Communications	55,000	5,960	24,230	30,770	55.9%
Postage	9,000	1,144	4,714	4,286	47.6%
Travel-in-State	175,000	2,653	26,639	148,361	84.8%
Out-of-State Travel	8,000	-	4,800	3,200	40.0%
Training (Tuition and Registration)	35,000	1,996	7,606	27,394	78.3%
Facilities Operations (Rent)	550,000	46,743	239,912	310,088	56.4%
Facilities Plng/Maint. & Utilities	8,000	529	2,211	5,789	72.4%
Interdepartmental Services	250,000	54,349	55,974	194,026	77.6%
External Contract Services	100,000	10,390	21,706	78,294	78.3%
Information Technology (Computer, Software)	215,000	103	22,842	192,158	89.4%
Statewide Cost Allocation Plan (SWCAP)	25,000	-	25,000	-	0.0%
Other Items of Expense	5,000	(136,279)	25,165	(20,165)	-403.3%
Subtotal OE&E	1,515,000	(8,777)	525,429	989,571	65.3%
SPECIAL ITEM (PROGRAM 20)	300,000	-	-	300,000	100.0%
TOTAL	8,062,000	420,645	2,823,082	5,238,918	65.0%

Quality Assessment	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	2,279,000	283,326	1,399,887	879,113	38.6%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf/ Equipment)	18,395	23	80,462	(62,067)	-337.4%
Printing	562,000	3,913	7,913	554,087	98.6%
Communications	40,000	1,479	7,648	32,352	80.9%
Postage	211,605	130,515	229,517	(17,912)	-8.5%
Travel-in-State	5,000	739	5,099	(99)	-2.0%
Training (Tuition and Registration)	3,000	155	480	2,520	84.0%
Facilities Operations (Rent)	282,000	16,763	103,343	178,657	63.4%
Facilities Plng/Maint. & Utilities	2,000	-	-	2,000	100.0%
Interdepartmental Services	164,000	89,350	89,350	74,650	45.5%
External Contract Services	30,000	1,389	3,522	26,478	88.3%
Data Processing (Software, Supplies & Misc.)	50,000	-	30,820	19,180	38.4%
Other Items/ Client Services	25,000	-	55	24,945	99.8%
Subtotal OE&E	1,393,000	244,327	558,209	834,791	59.9%
TOTAL	3,672,000	527,653	1,958,096	1,713,904	46.7%



State Council on Developmental Disabilities

As of January 1, 2024

Expenditures through December 31, 2023

Clients' Rights Advocates/ Volunteer Advocacy Services	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,290,000	134,864	708,420	581,580	45.1%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf/ Equipment)	5,000	-	8,071	(3,071)	-61.4%
Printing	9,000	501	1,184	7,816	86.8%
Communications	10,000	596	2,427	7,573	75.7%
Postage	1,000	615	686	314	31.4%
Travel-in-State	32,000	3,612	13,401	18,599	58.1%
Training (Tuition and Registration)	15,000	221	431	14,569	97.1%
Facilities Operations (Rent)	24,000	8,719	51,758	(27,758)	-115.7%
Interdepartmental Services	134,000	82,564	82,564	51,436	38.4%
External Contract Services	3,000	-	899	2,101	70.0%
Data Processing (Software, Supplies & Misc.)	45,000	-	23,348	21,652	48.1%
Other Items/ Client Services	93,000	11,910	38,201	54,799	58.9%
Subtotal OE&E	371,000	108,737	222,969	148,031	39.9%
TOTAL	1,661,000	243,601	931,389	729,611	43.9%

Supported Decision-Making Technical Assistance Program	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	755,000	39,956	129,856	625,144	82.8%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf/ Equipment)	12,000	-	-	12,000	100.0%
Printing	6,000	-	-	6,000	100.0%
Communications	12,000	-	-	12,000	100.0%
Postage	6,000	-	-	6,000	100.0%
Travel-in-State	16,000	-	-	16,000	100.0%
Training (Tuition and Registration)	10,000	-	-	10,000	100.0%
Facilities Operations (Rent)	-	-	-	-	0.0%
Facilities Plng/Maint. & Utilities	-	-	-	-	0.0%
Interdepartmental Services	6,000	-	-	6,000	100.0%
External Contract Services	1,165,000	-	5,688	1,159,313	99.5%
Data Processing (Software, Supplies & Misc.)	12,000	-	-	12,000	100.0%
Subtotal OE&E	1,245,000	-	5,688	1,239,313	99.5%
Grant Awards	3,000,000	-	-	3,000,000	100.0%
TOTAL	5,000,000	39,956	135,543	4,864,457	97.3%



State Council on Developmental Disabilities

As of January 1, 2024

Expenditures through December 31, 2023

Federal Grant	Annual Budget	Monthly Expenditures	Year-To-Date Expenditures	Balance	Positions
Personal Services & Benefits	\$ 6,247,000	\$ 429,422	\$ 2,297,653	\$ 3,949,347	# Positions 50
Operating Expenses	\$ 1,515,000	\$ -8,777	\$ 525,429	\$ 989,571	# Vacancies 7
Grants / Special Items	\$ 300,000	\$ -	\$ -	\$ 300,000	
Total	\$ 8,062,000	\$ 420,645	\$ 2,823,082	\$ 5,238,918	Vacancy % 14%

Quality Assessment	Annual Budget	Monthly Expenditures	Year-To-Date Expenditures	Balance	Positions
Personal Services & Benefits	\$ 2,279,000	\$ 283,326	\$ 1,399,887	\$ 879,113	# Positions 18
Operating Expenses	\$ 1,393,000	\$ 244,327	\$ 558,209	\$ 834,791	# Vacancies 3
Total	\$ 3,672,000	\$ 527,653	\$ 1,958,096	\$ 1,713,904	Vacancy % 17%

Clients' Rights Advocates/ Voluntary	Annual Budget	Monthly Expenditures	Year-To-Date Expenditures	Balance	Positions
Personal Services & Benefits	\$ 1,290,000	\$ 134,864	\$ 708,420	\$ 581,580	# Positions 9
Operating Expenses	\$ 371,000	\$ 108,737	\$ 222,969	\$ 148,031	# Vacancies 1
Total	\$ 1,661,000	\$ 243,601	\$ 931,389	\$ 729,611	Vacancy % 11%

Supported Decision-Making Technical Assistance Program	Program Budget	Monthly Expenditures	Year-To-Date Expenditures	Balance	Positions
Personal Services & Benefits	\$ 755,000	\$ 39,956	\$ 129,856	\$ 625,144	# Positions 3
Operating Expenses	\$ 1,245,000	\$ -	\$ 5,688	\$ 1,239,313	# Vacancies 0
Grant Awards	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000	
Total	\$ 5,000,000	\$ 39,956	\$ 135,543	\$ 4,864,457	Vacancy % 0%

Total	
# Positions	80
# Vacancies	11
Vacancy %	14%



State Council on Developmental Disabilities

Fiscal Year 2023-24 Budget
Revised October 2023

Categories	Council Budget	SCDD Budget - Other Sources			TOTAL
	*Basic State Grant	Quality Assessment	Clients' Rights Advocates/ Volunteer Advocacy	Supported Decisionmaking Technical Assistance Program	
	Federal Grant	State Contract	State Contract	Budget Act of 2022 2-Year Budget	
1. Personal Services:					
Net Salaries & Wages	\$ 4,393,000	\$ 1,543,000	\$ 859,000	\$ 488,000	\$ 7,283,000
Temporary Help / Honorarium	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Worker's Compensation	\$ 55,000	\$ 3,000	\$ 5,000	\$ 2,000	\$ 65,000
Staff Benefits	\$ 2,090,000	\$ 733,000	\$ 426,000	\$ 265,000	\$ 3,514,000
Less 8% Salary Savings From Vacancies	\$ (351,000)				\$ (351,000)
Total Personal Services	\$ 6,247,000	\$ 2,279,000	\$ 1,290,000	\$ 755,000	\$ 10,571,000
2. Operating Expense and Equipment:					
General Expense	\$ 50,000	\$ 18,000	\$ 5,000	\$ 12,000	\$ 85,000
Printing	\$ 30,000	\$ 562,000	\$ 9,000	\$ 6,000	\$ 607,000
Communications	\$ 55,000	\$ 40,000	\$ 10,000	\$ 12,000	\$ 117,000
Postage	\$ 9,000	\$ 211,605	\$ 1,000	\$ 6,000	\$ 227,605
Travel-in-State :	\$ 175,000	\$ 5,000	\$ 32,000	\$ 16,000	\$ 228,000
Out-of-State Travel	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
Training (Tuition and Registration)	\$ 35,000	\$ 3,000	\$ 15,000	\$ 10,000	\$ 63,000
Facilities Operations (Rent)	\$ 550,000	\$ 282,000	\$ 24,000	\$ -	\$ 856,000
Utilities	\$ 8,000	\$ 2,000	\$ -	\$ -	\$ 10,000
Interdepartmental Services	\$ 250,000	\$ 164,000	\$ 134,000	\$ 6,000	\$ 554,000
External Contract Services	\$ 100,000	\$ 30,000	\$ 3,000	\$ 1,165,000	\$ 1,298,000
Information Technology	\$ 215,000	\$ 50,000	\$ 45,000	\$ 12,000	\$ 322,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 25,000	\$ 93,000	\$ 3,000,000	\$ 3,123,000
Total Operating Expense and Equipment	\$ 1,515,000	\$ 1,392,605	\$ 371,000	\$ 4,245,000	\$ 7,524,000
3. Community Grants / Other Projects	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
4. Total SCDD Budget by Source	\$ 8,062,000	\$ 3,672,000	\$ 1,661,000	\$ 5,000,000	\$ 18,395,000
5. Total Basic State Grant Award	\$ 8,064,000				
6. Difference between Total Council Budget and Basic State Grant Award	\$ 2,000				
*Footnotes					
Cash Reserve	\$ 1,750,000				
Estimated Unexpended Funds Available	\$ 345,000				



State Council on Developmental Disabilities

Fiscal Year 2024-25 Proposed Budget
February 2024

Categories	Council Budget	SCDD Budget - Other Sources			TOTAL
	*Basic State Grant	Quality Assessment	Clients' Rights Advocates/ Volunteer Advocacy	Supported Decisionmaking Technical Assistance Program	
	Federal Grant	State Contract	State Contract	Limited Term Program	
1. Personal Services:					
Net Salaries & Wages	\$ 4,397,500	\$ 1,523,370	\$ 842,540	\$ 238,000	\$ 7,001,410
Temporary Help / Honorarium	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Worker's Compensation	\$ 45,000	\$ 3,000	\$ 5,000	\$ 2,000	\$ 55,000
Staff Benefits	\$ 2,259,795	\$ 865,321	\$ 475,248	\$ 136,000	\$ 3,736,364
Less 8% Salary Savings From Vacancies	\$ (354,000)				\$ (354,000)
Total Personal Services	\$ 6,378,000	\$ 2,391,691	\$ 1,322,788	\$ 376,000	\$ 10,469,000
2. Operating Expense and Equipment:					
General Expense	\$ 38,000	\$ 18,000	\$ 5,000	\$ 6,000	\$ 67,000
Printing	\$ 20,000	\$ 562,000	\$ 9,000	\$ 3,000	\$ 594,000
Communications	\$ 45,000	\$ 40,000	\$ 10,000	\$ 6,000	\$ 101,000
Postage	\$ 7,000	\$ 211,605	\$ 1,000	\$ 3,000	\$ 222,605
Travel-in-State :	\$ 150,000	\$ 5,000	\$ 32,000	\$ 8,000	\$ 195,000
Out-of-State Travel	\$ 7,000	\$ -	\$ -	\$ -	\$ 7,000
Training (Tuition and Registration)	\$ 29,000	\$ 3,000	\$ 15,000	\$ 5,000	\$ 52,000
Facilities Operations (Rent)	\$ 550,000	\$ 282,000	\$ 24,000	\$ -	\$ 856,000
Utilities	\$ 8,000	\$ 2,000	\$ -	\$ -	\$ 10,000
Interdepartmental Services	\$ 250,000	\$ 164,000	\$ 134,000	\$ 3,000	\$ 551,000
External Contract Services	\$ 100,000	\$ 30,000	\$ 3,000	\$ -	\$ 133,000
Information Technology	\$ 190,000	\$ 50,000	\$ 45,000	\$ 6,000	\$ 291,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 25,000	\$ 93,000	\$ -	\$ 123,000
Total Operating Expense and Equipment	\$ 1,424,000	\$ 1,392,605	\$ 371,000	\$ 40,000	\$ 3,228,000
3. Community Grants / Other Projects	\$ 260,000	\$ -	\$ -	\$ -	\$ 260,000
4. Total SCDD Budget by Source	\$ 8,062,000	\$ 3,784,000	\$ 1,694,000	\$ 416,000	\$ 13,957,000
5. Total Basic State Grant Award	\$ 8,064,000				
6. Difference between Total Council Budget and Basic State Grant Award	\$ 2,000				
*Footnotes					
Cash Reserve	\$ 1,750,000				
Estimated Unexpended Funds Available	\$ 395,000				

FEBRUARY 20, 2024

**AGENDA ITEM 10.
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

FEBRUARY 20, 2024

AGENDA ITEM 11.

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Policy Changes

Executive Director Carruthers will present proposed changes to Councilmember Administrative Policies.

This includes a proposal to increase SCDD's Sponsorship Policy amount from \$1500 to \$2500, increase SCDD's facilitation/attendant rates, and codify changes made by the Membership Committee to the Unprofessional Conduct Policy.

The Unprofessional Conduct Policy was adopted in 2019 as part of the Council's Zero Tolerance Policies. To ensure continuity among Council, committee, and RAC members, the Membership Committee acted in February 2023 to adopt the Council's Unprofessional Conduct Policy for Council-appointed local SDAC members. The updated policy is being provided in track changes for consideration.

Attachments

Sponsorship Detail Sheet
Revised Sponsorship Policy
Spreadsheet of Sponsorships Awarded
Facilitation/Attendant Detail Sheet
Unprofessional Conduct Policy

Action Recommended

Approve an increase to the sponsorship funding amount to \$2500.
Approve the updated policies to increase SCDD's facilitation/attendant rates.
Approve the updated Unprofessional Conduct Policy for appointed local SDAC members.

DETAIL SHEET

ISSUE: Sponsorship Policy Update

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.

Toward that goal, organizations may apply for Council sponsorships for events that promote consumer and family self-advocacy. The Council gives special consideration to entities that provide free or discounted services or event registration fees to consumers and their families or offer other help so that consumers and their families can fully participate.

The Council especially seeks to support events where consumers participate as panelists and presenters.

ANALYSIS/DISCUSSION: 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.

Currently, the Council awards up to \$1,500 to organizations to offset costs in support of these events. The last time the Council considered funding amounts was in 2018.

The attached spreadsheet shows that, historically, the Council has had several thousand dollars of funds remaining at the end of each fiscal year.

Staff believes that by increasing the funding amount to \$2,500, the Council would draw more organizations in that promote self-advocacy, leadership, and education for the I/DD community.

RECOMMENDATION: Increase sponsorship funding amount to \$2,500.

ATTACHMENT(S): Sponsorship policy in track changes, past award spreadsheet.

PREPARED BY: Robin Maitino-Erben, February 8, 2024.



SCDD SPONSORSHIP POLICIES AND PROCEDURES

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. Toward that goal, organizations may apply for Council sponsorships for events that promote consumer and family self-advocacy. The Council will give special consideration to entities that provide free or discounted services or event registration fees to consumers and their families or offer other help so that consumers and their families can fully participate. The Council especially seeks to support events where consumers participate as panelists and presenters.

Section 1

Agencies and organizations may apply for a sponsorship. To apply, the agency/organization must:

1. Submit a signed written request to the SCDD **at least 90 days** before the event. Request must be signed by an individual with authority to represent the agency/organization and the responsibility to ensure that all sponsorship requirements are met.

The request must include this information:

- a. The name, date, location and description of your event/conference;
- b. 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;
- c. How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers;
- d. 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;
- e. How you will conduct outreach to increase consumer and family involvement in the conference;
 - f. A complete and total budget, including the amount you are requesting (**\$ 2.500 limit**), details on the amount and sources of other funds solicited or obtained;
 - g. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
 - h. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.
2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.

Section 2

Applicants should be aware of the following:

1. The Council is responsible for all Sponsorship decisions.
2. All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.
3. No portion of funds awarded may be used for lobbying or campaign activities, any event that is solely a fundraising event, or non-event related overhead expenses of the agency/organization.
4. No portion of funds awarded may be earmarked for payments for travel by any individual(s) or for conference registration fees for any individual(s). However, there is an exception if the individual is officially performing services for the State of California and all State of California rules are met.
5. Funds shall not be used to purchase food or beverages nor to purchase free giveaway or gift items commonly referred to as S.W.A.G. ("stuff we all get") such as water bottles, t-shirts, key chains, etc. unless such items qualify as advocacy, capacity building, or systems change materials as approved by the Executive Director.

Sponsorships Awarded

FISCAL YEAR	NUMBER AWARDED	TOTAL AMOUNT AWARDED
2020/2021	3	\$4,000
2021/2022	4	\$5,499
2022/2023	9	\$9,415
2023/2024 (currently)	4	\$6,000

UPDATED DETAIL SHEET

ISSUE: Facilitation and Attendant Pay Rates for Self-Advocate Councilmembers

BACKGROUND: State law says that each member of the State Council on Developmental Disabilities (SCDD) will be reimbursed for allowable expenses in connection with performing their member duties.

To that end, when a non-agency member with a disability determines that a need exists for facilitator and/or attendant services, reimbursement may be available for these services when the regional center will not pay. Reimbursement for facilitation or attendant services must be reasonable and comply with the State of California reimbursement rules.

The following SCDD pay rates were established in 2017. They are based on 2017 information compiled by the California Department of Human Resources and have been determined to be reasonable and reimbursable.

<u>Service</u>	<u>Pay Rate</u>
Facilitator	\$18.71 per hour
Attendant	\$18.56 per hour

ANALYSIS/DISCUSSION: In March of 2019, the Department of Developmental Services (DDS) submitted a service provider rate study to the Legislature. This study showed that many regional center's provider rates were far below market wages.

DDS also recently released Participant-Directed rates. Participant-Directed Services are home and community-based services that help people of all ages across all types of disabilities maintain their independence and determine for themselves what mix of personal assistance supports and services work best for them.

Staff reviewed the rate study and the recently released participant-directed service rates and believes that the participant-directed service rates identified on [DDS' website](#) aligns with the duties identified the Council's Facilitation Policy.

For attendant and facilitation services, staff found the following categories with updated rates to consider on the DDS' website under [Reimbursement Rates](#).

- The equivalent to SCDD attendant services is Personal Assistance 4:1. The wage is \$20.78 **\$20.72** per hour. (See [Reimbursement Rates](#) page 31 of the ~~DDS Vendor Rate Study~~)
- The equivalent to SCDD facilitation services is ~~Supported~~ **Independent Living Services** 4:1. The wage is \$29.00 **\$21.67** per hour. (See [Reimbursement Rates](#) page 42 of the ~~DDS Vendor Rate Study~~)

Staff believes that by aligning reimbursement rates with **the participant-directed reimbursement rates** ~~DDS Vendor Rate Study~~, self-advocate councilmembers will be able to recruit and maintain more qualified individuals to meet their support needs.

Therefore, staff is recommending that the Council adjust the reimbursement rates as indicated below.

<u>Service</u>	<u>Current Pay Rate</u>	<u>Proposed Pay Rate</u>
Facilitator	\$18.71 per hour	\$29.00 \$21.67 per hour
Attendant	\$18.56 per hour	\$20.78 \$20.72 per hour

RECOMMENDATION: Increase the hourly rate of pay for personal attendants from \$ 18.56 to ~~\$20.78~~. Increase the hourly rate of pay for facilitators from \$ 18.71 **\$20.72** to ~~\$29.00~~ **\$21.67**.

ATTACHMENT(S): None

PREPARED BY: Robin Maitino-Erben, February 13 9, 2024.

UNPROFESSIONAL CONDUCT

Purpose:

To inform Councilmembers, employees, and volunteers serving on advisory committees of the State Council on Developmental Disabilities' commitment to providing a workplace in which all individuals are treated with courtesy, dignity, and respect.

Authority/Reference:

Government Code § 1090 et seq.; 19990 et seq.; 87100 et seq. California Code of Regulations, Title 2, Division 1, Administrative Personnel, Chapter 1, State Personnel Board, Subchapter 1.3. Examinations and Appointments, Article 8. Examinations, Section 172. General Qualifications.

Applies To:

Councilmembers employees, and **volunteers serving on advisory committees**

POLICY

In addition to prohibitions against unlawful harassment and discrimination, SCDD has zero tolerance for abusive, unprofessional **and/or unethical conduct** in the workplace. Accordingly, derogatory racial, ethnic, religious, age, disability, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

For the purposes of this policy, unethical is defined as not only the previously stated behaviors, but also unethical accounting practices, bribery, incompatible activity with state employment, and misappropriation of funds, including financial conflicts of interest. Members of the Council, its Committees and employees shall conduct themselves using the principles of honesty, integrity, fairness, and good-faith.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment and/or unprofessional, inappropriate behavior. Forms of harassment and other unprofessional, inappropriate behavior, include, but are not limited to: **Verbal:** repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color

jokes, propositions, threats or suggestive or insulting sounds; **Visual/Non-Verbal**: derogatory posters, cartoons or drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures, inappropriate jokes being sent or forwarded via email; **Physical**: unwanted physical contact including touching, interference with an individual's work movement or assault, and **Other**: making or threatening reprisals as a result of a negative response to harassment or sexual advances.

CONTACT INFORMATION

Employees or volunteers who believe they have experienced abusive, unprofessional conduct described in this policy should contact the Personnel Office at (916) 263-8121.

RETALIATION

Actions of retaliation taken against individuals who report or file a complaint of unprofessional conduct or provide information during a supervisor's fact finding meeting(s) are strictly prohibited. SCDD will not tolerate any retaliation against any individual(s) who, in good faith, report and/or provide information relative to a complaint of unprofessional conduct regardless of whether the complaint is determined to be valid or unfounded.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is available as a resource for employees who desire counseling for stress, interpersonal conflicts, legal issues and/or other concerns. Employees may contact the Personnel Office at (916) 322-5521 for more information regarding EAP or Magellan Healthcare at (866) EAP-4SOC (1-866-327-4762). TTY users should call (800) 424-6117. The EAP is a confidential program.

Most Recent Action

Revision approved by HR & Legal April 25, 2018

FEBRUARY 20, 2024

**AGENDA ITEM 12.
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Adjournment and Next Meeting Date

The next meeting of the Executive Committee is scheduled for April 16, 2024.