

NOTICE/AGENDA

UPDATED

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES ADMINISTRATIVE COMMITTEE MEETING

POSTED AT: www.scdd.ca.gov

This meeting is being held via teleconference within the meaning of Government Code Section <u>11123.2</u>. 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

TELECONFERENCE LOCATION JO

SCDD Los Angeles Regional Office

411 N. Central Avenue, Suite 620

Glendale, CA 91203

JOIN VIA ZOOM:

Meeting ID:

Password:

DATE: February 16, 2024

TIME: 11:00 AM – 12:30 PM

COMMITTEE CHAIR:

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

JOIN BY TELECONFERENCE:

Call-In Number: (888) 475-4499

Meeting ID: 851 5276 6854

https://bit.ly/ADMIN-FEB-2024

Harold Fujita

851 5276 6854

704259

PUBLIC COMMENTS Item 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 Council agenda item, with each person allotted up to 1 minute to comment.

Item 5. APPROVAL OF FEBRUARY 2023 MINUTES VMTE

Page 3

Item 6. SCDD BUDGET UPDATE VMTE

Page 7

Presented by Aaron Carruthers and Ken DaRosa

- a. F/Y 2023-2024 Budget Update
- b. Draft 2024-2025 Proposed SCDD Budget

Item 7. COUNCILMEMBER ADMINISTRATIVE POLICIES VMTE

Page 23

Presented by Aaron Carruthers

- Facilitation/Attendant Pay Increase
- b. Unprofessional Conduct Policy

SPONSORSHIP POLICY VMTE Item 8.

Page 31

Presented by Aaron Carruthers

REVIEW DESIGNATED STATE AGENCY EVALUATION VMTE Item 9.



Page 37

Presented by Aaron Carruthers

Item 10. **ADJOURNMENT**

Accessibility:

Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact (916) 263-7919. Requests must be received by 5 business days prior to the meeting. All times indicated and the order of business are approximate and subject to change.

FEBRUARY 16, 2024

AGENDA ITEM 5.

ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of February 2023 Minutes

Committee members will review and consider approval of the draft minutes from the February 17, 2023, Administrative Committee meeting.

Action Recommended

Approve the February 2023 meeting minutes.

Attachment(s)

February 2023 Administrative Committee Meeting Minutes

THIS PAGE IS INTENTIONALLY BLANK



DRAFT

Administrative Committee Meeting Minutes February 17, 2023

Attending Members
Harold Fujita

Members Absent
Julie Neward

Others Attending
Aaron Carruthers
Ken DaRosa
Robin Maitino-Erben
Brian Weisel

1. CALL TO ORDER

Julio Garnica

Committee Chair Harold Fujita (FA) called the meeting to order at 11:05 AM.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

There were no public comments.

5. APPROVAL OF THE FEBRUARY 22, 2022, MEETING MINUTES

It was moved/seconded (Garnica [SA]/Fujita [FA]) to approve the

February 23, 2023 meeting minutes as presented. (Unanimous – see page one for a list of members in attendance.)

6. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa provided an update on current year (F/Y2021-22) budget expenditures and presented the Draft 2022-2023 proposed SCDD Budget for consideration.

It was moved/seconded (Garnica [SA]/Fujita [FA]) and carried to recommend that the Executive Committee approve the FY 2022-23 Proposed Budget as corrected. (Unanimous – see page one for a list of members in attendance.)

Correction: fix the typo "23023" on first page of Proposed Fiscal Year 2023-24 BSG Budget Description of Line-item Changes

It was moved/seconded (Garnica [SA]/Fujita [FA]) and carried to recommend that the Executive Committee provide a one-time increase of \$40,000 for PDF, provided that it is allowable. (Unanimous – see page one for a list of members in attendance.)

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

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

8. ADJOURNMENT

The meeting was adjourned at 11:51 AM.

FEBRUARY 16, 2024

AGENDA ITEM 6.

ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

UPDATED: SCDD Budget Update

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa will provide an update on current year (F/Y2023-24) budget expenditures and review the proposed F/Y2024-2025 Budget. The Committee may discuss and provide recommendations for any prior year unexpended funds.

Action Recommended

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

Attachment(s)

Budget Update for SFY 2023-24 and Budget Presentation for SFY 2024-25 Line-Item Summary Fiscal Year 2023-24 Budget Fiscal Year 2024-25 Proposed Budget

7

THIS PAGE IS INTENTIONALLY BLANK



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.

- <u>Personal Services:</u> 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.
- <u>Program Development Grants</u>: 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.
- <u>OE&E</u>: 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.

- <u>Personal Services</u>: Expenditures to-date total \$708,420 and reflect a remaining balance of \$581,580. The vacancy rate is 11 percent (i.e., one position).
- <u>OE&E</u>: 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.

THIS PAGE IS INTENTIONALLY BLANK



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)	2000				
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/	Budgeted	Current Month	YTD	Remaining	Remaining
Volunteer Advocacy Services	Base	Expenditure	Expenditure	Balance	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	Budgeted	Current Month	YTD	Remaining	Remaining
Technical Assistance Program	Base	Expenditure	Expenditure	Balance	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	E	Monthly xpenditures	Year-To-Date Expenditures		Balance	Position	ıs
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	Ex	Monthly xpenditures	ear-To-Date openditures	Balance	Position	ıs
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			ear-To-Date xpenditures	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	Ex	Monthly xpenditures	ear-To-Date xpenditures	Balance	Position	is
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%							

THIS PAGE IS INTENTIONALLY BLANK



State Council on Developmental Disabilities

Fiscal Year 2023-24 Budget Revised October 2023

						SCDD Budget - Other Sources							
	Council Budget		SCDI										
Categories	*Basic State Grant		Quality Assessment	A	Clients' Rights dvocates/ Volunteer Advocacy	Supported Decisionmaking Technical Assistance Program			TOTAL				
	Federal Grant		State Contract		State Contract	Ві	udget Act of 2022						
							2-Year Budget						
1. Personal Services:													
Nat Oalariaa O Marra	ф 4.000.00		4.540.000	•	050 000	•	400,000	Φ.	7 000 000				
Net Salaries & Wages	\$ 4,393,00	0 \$	5 1,543,000	\$	859,000	\$	488,000	\$	7,283,000				
Temporary Help / Honorarium	\$ 60,00	0 \$	-	\$	-	\$	-	\$	60,000				
Worker's Compensation	\$ 55,00	0 \$	3,000	\$	5,000	\$	2,000	\$	65,000				
Staff Benefits	\$ 2,090,00	0 \$	733,000	\$	426,000	\$	265,000	\$	3,514,000				
Less 8% Salary Savings From Vacancies	\$ (351,00		,	Ė	.,			\$	(351,000)				
Total Personal Services	\$ 6,247,00	0 \$	2,279,000	\$	1,290,000	\$	755,000	\$	10,571,000				
2. Operating Expense and Equipment:			, ,		, ,		,		, ,				
2. Operating Expense and Equipment.				_									
General Expense	\$ 50,00			\$			12,000		85,000				
Printing	\$ 30,00						6,000	\$	607,000				
Communications	\$ 55,00		,		10,000		12,000	\$	117,000				
Postage	\$ 9,00		,				6,000	\$	227,605				
Travel-in-State:	\$ 175,00				32,000		16,000	\$	228,000				
Out-of-State Travel	\$ 8,00			\$	-	\$	-	\$	8,000				
Training (Tuition and Registration)	\$ 35,00			_	15,000		10,000	\$	63,000				
Facilities Operations (Rent) Utilities	\$ 550,000 \$ 8,000			\$	24,000		-	\$	856,000 10,000				
Interdepartmental Services	\$ 8,00 \$ 250,00			\$	134,000	<u>\$</u> \$	6,000	\$	554,000				
External Contract Services	\$ 250,00				3,000	\$	1,165,000	\$	1,298,000				
Information Technology	\$ 215,00			\$	45,000	\$	12,000	\$	322,000				
Statewide Cost Allocation Plan (SWCAP)	\$ 25,00			\$	45,000	\$	12,000	\$	25,000				
Other Items of Expense	\$ 25,00			\$	93,000		3,000,000	\$	3,123,000				
Total Operating Expense and Equipment	\$ 1,515,00		·		371,000	\$	4,245,000		7,524,000				
3. Community Grants / Other Projects	\$ 300,00			\$,,,,,,	\$, .,	\$	300,000				
					<u> </u>		<u>-</u>						
4. Total SCDD Budget by Source	\$ 8,062,00	0 \$	3,672,000	\$	1,661,000	\$	5,000,000	\$	18,395,000				
5. Total Basic State Grant Award	\$ 8,064,00	0											
6. Difference between Total Council Budget and Basic State Grant Award	\$ 2,00	0											
*Footnotes													
Cash Reserve	\$ 1,750,00	0											
Estimated Unexpended Funds Available	\$ 345,00												



State Council on Developmental Disabilities

Fiscal Year 2024-25 Proposed Budget February 2024

	Council Budget								
Categories	*Basic State Grant	Qua	ality Assessment	A	Clients' Rights dvocates/ Volunteer Advocacy		Supported Decisionmaking chnical Assistance Program	TOTAL	
	Federal Grant		,	State Contract		State Contract	Lin	nited Term Program	
1. Personal Services:									
Net Salaries & Wages	\$ 4,397,50	0	\$	1,523,370	\$	842,540	\$	238,000	\$ 7,001,410
Temporary Help / Honorarium	\$ 30,00	0	\$	-	\$	-	\$	-	\$ 30,000
Worker's Compensation	\$ 45,00	0	\$	3,000	\$	5,000	\$	2,000	\$ 55,000
Staff Benefits	\$ 2,259,79	5	\$	865,321	\$	475,248	\$	136,000	\$ 3,736,364
Less 8% Salary Savings From Vacancies	\$ (354,00		<u> </u>	000,021	_				\$ (354,000)
Total Personal Services	\$ 6,378,00	0	\$	2,391,691	\$	1,322,788	\$	376,000	\$ 10,469,000
2. Operating Expense and Equipment:									
General Expense	\$ 38,00	<u> </u>	Φ.	18,000	\$	5,000	Φ.	6,000	\$ 67,000
Printing	\$ 20,00		\$	562,000	\$			3,000	\$ 594,000
Communications	\$ 45,00		\$	40,000	\$			6,000	\$ 101,000
Postage	\$ 7,00		\$	211,605	\$			3,000	\$ 222,605
Travel-in-State :	\$ 150,00		\$	5,000	\$			8,000	\$ 195,000
Out-of-State Travel	\$ 7,00	0	\$	· -	\$	-	\$	·-	\$ 7,000
Training (Tuition and Registration)	\$ 29,00	0	\$	3,000	\$	15,000	\$	5,000	\$ 52,000
Facilities Operations (Rent)	\$ 550,00		\$	282,000	\$	24,000	\$	-	\$ 856,000
Utilities	\$ 8,00		\$	2,000	\$		\$	-	\$ 10,000
Interdepartmental Services	\$ 250,00		\$	164,000	\$. ,		3,000	\$ 551,000
External Contract Services	\$ 100,00		\$	30,000	\$		\$	-	\$ 133,000
Information Technology	\$ 190,00		\$	50,000	\$	45,000	\$	6,000	\$ 291,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,00		\$	-	\$	-	\$	-	\$ 25,000
Other Items of Expense	\$ 5,00	0	\$	25,000	\$	93,000	\$	-	\$ 123,000
Total Operating Expense and Equipment	\$ 1,424,00	0	\$	1,392,605	\$	371,000	\$	40,000	\$ 3,228,000
3. Community Grants / Other Projects	\$ 260,00	0	\$	-	\$	-	\$	-	\$ 260,000
4. Total SCDD Budget by Source	\$ 8,062,00	0	\$	3,784,000	\$	1,694,000	\$	416,000	\$ 13,957,000
5. Total Basic State Grant Award	\$ 8,064,00	0							
6. Difference between Total Council Budget and Basic State Grant Award	\$ 2,00	0							
*Footnotes									
Cash Reserve	\$ 1,750,00	0							
Estimated Unexpended Funds Available	\$ 395,00	0							

FEBRUARY 16, 2024

AGENDA ITEM 7.

ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

UPDATED: Councilmember Administrative Policies

Members will consider changes to two of the Councilmember Administrative Policies.

Members will first consider an increase to the facilitation and attendant rates. The enclosed detail sheet provides more information.

The second proposed change is codifying 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 to in track changes for consideration.

Action Recommended

Recommend approval of the updated policies to the Executive Committee.

Attachment(s)

REVISED: Facilitation and Attendant Services Detail Sheet

UPDATED: Unprofessional Conduct Policy

23

THIS PAGE IS INTENTIONALLY BLANK

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>	Pay Rate
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 1:1. The wage is \$20.78 \$20.72 per hour. (See <u>Reimbursement Rates</u> page 31 of the DDS Vendor Rate Study)
- The equivalent to SCDD facilitation services is Supported Independent Living Services 1:1. 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>	Current Pay Rate	Proposed Pay Rate
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.

State Council on Developmental Disabilities

Adopted by Council: N/A

Federal Law: No State Law: Yes

UNPROFESSIONAL CONDUCT

SCDD Policy #1-240

Revised: January 2024

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 goodfaith.

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

THIS PAGE IS INTENTIONALLY BLANK

FEBRUARY 16, 2024

AGENDA ITEM 8.

ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Sponsorship Policy

Members will review staff recommended changes to increase the funding level for SCDD Sponsorships.

Action Recommended

Recommend approval of the updated Sponsorship Policy to the Executive Committee.

Attachment(s)

Sponsorship Policy Detail Sheet Sponsorship Policy Proposed Revisions Sponsorships Awarded (F/Y 2020-21 through F/Y 2023-24)

THIS PAGE IS INTENTIONALLY BLANK

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 <u>at least 90 days</u> 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

FEBRUARY 16, 2024

AGENDA ITEM 9.

ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

UPDATED: Review Designated State Agency Evaluation

The DD Act requires that Councils Periodically review their DSA and activities and recommend changes to the Governor, as appropriate. The Lanterman Act designates the California Health and Human Services Agency as the Council's DSA to provide accounting, financial management, personnel, and other reasonable support services. The Administrative Committee will review the DSA Evaluation for fiscal year 2023-2024 and be allotted the opportunity to ask questions and seek clarification.

Action Recommended

Recommend that the Executive Committee approve the 2023-2024 DSA Evaluation.

Attachment(s)

2023-2024 DSA Evaluation

37

THIS PAGE IS INTENTIONALLY BLANK

DESIGNATED STATE AGENCY REVIEW FEBRUARY 2024

A. ACCOUNTING AND FISCAL SYSTEMS BRANCH:

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
1. Accounts Processing	 Process accounts payable/contracts payable accruals for fiscal year; Process Accounts Receivable accruals, Revenue accruals and Reclassification accruals for fiscal year; Prepare Year-end Financial Statements for state fiscal year; Develop and maintain invoicing process for reimbursable contracts; Process receipts for forwarding to State Treasurer's office; process all deposited receipts to SCDD account; For council members, volunteers and committee members, process paper Travel Expense Claim (TEC) form (STD 262A) and Travel Advances (TA) for users not utilizing CalATERS; CDSS shall complete 			

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
	processing within four (4) weeks for TEC's and ten working days for TA's; 7. Process all receipts and disbursements for Office Revolving Fund (ORF) and General Cash (GC) using the CDSS checking account;			
2. Fi\$CAL Tables	 Process Fi\$CAL labor distribution & cost allocation; produce and distribute expenditure reports; Maintain Fi\$CAL tables including the employee master files Process Fi\$CAL functions, corrections, key entry contract review, State Controller's Office (SCO), payroll tapes and CD102 process; Post and track outstanding Executive Orders and Budget Revisions (BRs); 	•		
3. Account Maintenance	 Maintain Office Revolving Fund and General Cash using CDSS checking accounts; Federal PMS accounts; Develop and maintain deposits and tracking for cash receipts; Coordinate with SCO regarding distribution lists, returned and escheat; Coordinate with Prison Industry Authority (PIA)/Department of General Services (DGS) regarding distribution lists; Process invoices and direct transfers for payment and STD 204 maintenance 			

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
	(invoices without the STD204 will be returned to SCDD); 7. Maintain general ledgers - code all SCO documents and maintain records through the fiscal year; 8. Maintain fixed asset report for internal purposes, provide supporting documentation (reports 18 & 19); 9. Maintain current Equipment Reconciliation and confirm with Business Services that all corrections are done in FM 13; 10. maintain Accounts Payable/Contract Vendor payment history documents; maintain travel history documents			
4. Encumbrance Accounts	Review and encumber procurement documents, including unpaid encumbrance documents; process and maintain encumbered accounts;		✓	
5. Account Reconciliations	 Perform monthly reconciliations through fiscal year; Reconcile State Controller's accounts; CalATERS: process payroll collections for overdue travel advances from SCDD state employees; process overdue travel advance for non-state employees via the State Franchise Board, Federal Internal Revenue Services and/or other collection process; Process individual Citibank Individual Liability Card applications 			

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
6. Federal Reporting	1. Process all Federal reconciliations, grants, reports, Allotment Expenditure ledgers; 2. Maintain reports of fringe benefits paid by travel expense claim and maintain calendar year-to-date records of 676P - Federal report preparation and submit reports as required; 3. Set up new Appropriations in accordance with Annual Budget Act; 4. Maintain Federal financial reports on all open grants and backup through the end of fiscal year; 5. Process Federal reconciliations through the fiscal year; 6. Process and update Allotment Expenditure Ledgers, remittance advice and Federal draw requests for all open federal grants for the fiscal year; 7. Communicate with the Dept of Health and Human Services Administration for Children and Families and Payment Management system to transfer federal draw down authority to SCDD to SCO accounts			

Notes:

B. MANAGEMENT AND STAFF SERVICES BRANCH:

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
1. Mailing Services	Payroll and inter-office mail delivery		✓	
2. Forms Management	1. Process printing and reproduction requests utilizing DGS & Office of State Publishing (OSP) or, with an OSP granted exemption, outside vendors based upon the printing requirements, i.e. quality requested, required paper stock or format; 2. Provide consultation, planning and design services to ensure ADA compliance for forms design		✓	
3.Transportation Vouchers	 Maintain and balance, Order and distribute transportation vouchers from appropriate vendor to SCDD (expenses for vouchers are the responsibility of SCDD); Determine and distribute the appropriate number of Transportation vouchers needed by each Volunteer coordinator; Maintain voucher records and reports; 		•	
4. Property Management/Records Management/Recycling	Prepare & maintain service agreements for copiers & mail machines; Provide & maintain equipment for loan; Maintain equipment inventory records; Coordinate physical inventory of all equipment; Confidential destruction		√	

6. Space Planning &	1. Search for new or additional office space	√	
Acquisition	& location;	•	
	2. Office alterations;		
	3. Facility maintenance;		
	4. Lease renewals;		
	5. Office design & changes;		
	6. Furniture relocation;		
	7. Computer move and installation;		
	8. Electrical changes and additions;		

Notes: B.2. We rely on various DSS-generated forms or statewide forms for much of our operations. In some cases, we've drafted forms unique to SCDD. We work directly with DGS OSP for printing projects such as those related to the Quality Assurance Program or brochures. However, this is infrequent.

C. HUMAN RESOURCE SERVICES BRANCH:

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
1. PS222 Processing	 Review PS 222 package for completeness and compliance prior to processing; Create 607's as a required and complete transaction after Dept of Finance (DOF) approval; Act as operational authority and provide operational direction on all personnel issues as it relates to PS222 processing of payroll issues; conduct Skelly & Coleman hearings when a conflict of interest exists at SCDD; 		•	
Pay Records 3. Examinations	Complete proper payroll and position control functions in accordance with control agency policies and procedures - this includes employees on Workers' Compensation; Maintain SCDD official personnel files; Include SCDD Office Technicians in CDSS/HHSA SSA Transfer Examination		√	
A Fanal Fanalana (given twice annually.			
4. Equal Employment Opportunity (EEO) Off	Internet access to the CDSS online Sexual Harassment Prevention Training.		✓	

Notes: C.3: As a result of statewide changes to the Staff Services Analyst classification, the transfer examination has been abolished.

D. LEGAL DIVISION:

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
1. Consultation,	1. Personnel		√	
Research, Analysis and	2. Litigation		·	
Representation for the	3. Adverse Actions			
following:	4. Workers' Compensation			
_	5. Retirement issues			

Notes:

E. INFORMATION SYSTEMS DIVISION:

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
1. Web Maintenance	 Web Support for a server hosting package for Security and defacement prevention; Distribution and replication as well as back-up; 24-7 uptime on the web site; Email feedback and interactive content services. 		√	
2. Server/Network Maintenance	 Performing daily backups & restores as needed; Patch management for all server software; Testing and upgrading of the server systems and utilities when appropriate; Defragmenting server's hard drives on a monthly basis; Configuring and updating printer queues when needed; Updating printer/hardware drivers when needed; Support for the Active Directory and Group Policy Objects (GP) systems; Repair and maintenance of all hardware and equipment that are part of the servers; Anti-virus security signature distribution; SQL database support and management; 			

	11. Server monitoring events auditing.*		
3. Exchange Services	(see notes) 1. Email accounts administration; 2. Adds, deletes and renames;	✓	
4. Software and Computer Support/Troubleshooting	1. SCDD Technical Support staff will perform troubleshooting on all hardware, software, and application support, including computer support for SCDD and Regional Office staff with the coordination and assistance of CDSS ISD Service Desk Tier 1 and 2; 2. the CDSS ISD Service Desk Tier 1 and 2 will work to troubleshoot and resolve the hardware, software, and network account administration including password resets; a ticket will be opened for tracking, reporting, and resolving issue, request and problems; 3. ISD will provide all services offered by the Customer Support Bureau; 4. SCDD and Regional Offices will adhere to the established CDSS IT Standards when purchasing software and hardware; software and hardware not on the CDSS IT Standards is the exclusive responsibilities of the customer to test for compatibility, install, and provide support; 5. CDSS ISD will provide Microsoft Enterprise Mobility + Security E3+Office 365 GCC G3, Office 365 licenses (Outlook, Word, Excel, PowerPoint, Teams, Publisher, Access, Notebook, Visio etc. as needed; Java licenses for CalATERS access; RSA		

	talcana fan authantiantian		
	tokens for authentication. 6. SCDD will purchase Adobe licenses,		
	assistive technology software and other		
	software licenses as needed.		
5. Facilities Space	Provide consultation services for		
Support	facilities and program staff in support of	✓	
Support	. •		
	the cable plant design and general troubleshooting advice;		
6. Transition to Another	•		
Provider	Web support for Regional Office 6 - copy		
	and provide application to new provider;		
7. Server/Network	1. Inventory/hardware/data/software	✓	
Support	licenses, identify what can be transferred		
	to SCDD or new provider, planning		
	activities with SCDD and new provider to		
	develop transition plan, execute plan;		
	2. Exchange Support – develop mailbox,		
	resource mailbox and distribution lists and		
	data inventory, work with SCDD and new		
	provider to develop migration plan,		
	execute plan, software/PC support		
	3. IT infrastructure - DHCP for Site 39; the		
	other remote site uses static IP; WINS;		
	DNS; AD for authentication, and Global		
	Catalog lookup for Outlook; System		
	Center 2012 Configuration Manager		
	(SCCM) - patch management, software,		
	and HW inventory; folder security via		
	Global Group;		
	4. Facilities Space Support - identify any		
	space projects underway, depending on		
	progress decide which can be transitioned		
	to new provider and close-out projects that		
	may be near completion;		

8. Telecommunications	 Provide new telephone lines, features and equipment relocations; Provide consultation and review services for new telephone systems; Provide equipment, including inventory, maintenance and repair; Telephone usage training; Telecommunications record keeping, including the billing and maintenance of a list of telephone numbers and State telephone directory services; Cellular telephone inventory - maintain service; calling card inventory - maintain services/billing activities; CALNET contract services - provide and maintain CALNET contract vendor services for moves, adds and changes (voice, cable and CMS features); 800 toll free number - maintain toll free 		
	number inventory/billing;		
9. Information Security	1. Submission of annual Security SIMMs (5300, 5325, 5330, 5340, 5355) ensuring compliance with State information security policies and reporting requirements. 2. Provide support for information security and privacy incidents pertaining to each of the areas of administrative support services listed in Section A.1,a-g. 3. Provide information security and privacy awareness training	•	

Notes: E.2: WAN/LAN network support for the Sacramento SCDD headquarters only. For the SCDD headquarters networks support and troubleshooting the SCDD Technical Support staff is to open a ticket with the CDSS ISD Service Desk at (916) 651-5333.

E.4: Office sites are supported by the Department of Technology (CDT) for network services. For the Regional Offices network support and troubleshooting the SCDD Technical Support staff is to open a help ticket with the CDT Service Desk at (916) 464-4311.

E.6: This service is no longer provided or needed.

F. FINANCIAL MANAGEMENT AND CONTRACTS BRANCH:

CA Department of Social Services Deliverables	Description	Exceed Expectation	Meet Expectation	Not Meet Expectation
1. Purchasing	 Process requests for supplies, publications, subscriptions, and equipment; Conduct formal bids when required by the State Contracting Manual; Obtain necessary signatures, encumbrances, and control agency approvals; Prepare formal bid documents for purchases exceeding departments' delegated purchasing authority to Department of General Services, DGS conduct formal bid process and award order to successful bidder; Provide purchasing instructions, price quotations, and recommendations; Resolve vendor invoice and/or delivery discrepancies; CalCard maintenance responsibility for issuance of cards and tracking; CalRecycle SABRC (State Agency Buy Recycled Campaign) report is October 31 - compile data and submit report (see notes) 			

Notes: F.8: Purchasing time frames do not include the time allowed for vendors to deliver products. These times can range from 1-60 days, depending upon availability of merchandise.