



Administrative Committee Meeting Minutes February 22, 2022

Attending Members

Julie Austin
Julio Garnica
Julie Neward

Members Absent

None

Others Attending

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

1. **CALL TO ORDER**

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

2. **ESTABLISH QUORUM**

A quorum was present.

3. **WELCOME/INTRODUCTIONS**

Members and others in attendance introduced themselves.

4. **PUBLIC COMMENTS**

None.

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

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

6. **SCDD BUDGET UPDATE**

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

Legend:

SA = Self-Advocate
FA = Family Advocate

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

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

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

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

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

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

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

8. ADJOURNMENT

The meeting was adjourned at 10:38 AM.