



Administrative Committee Meeting Minutes February 16, 2024

Attending Members

Harold Fujita
Julio Garnica
Julie Neward

Members Absent

None

Others Attending

Aaron Carruthers
Austin Murphy
Beth Hurn
Brian Weisel
Ibrahim Muttaqi
Ken DaRosa
Kristie Allensworth
Rihana Ahmad
Robin Maitino-Erben

1. CALL TO ORDER

Committee Chair Harold Fujita (FA) called the meeting to order at 11:03 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 17, 2023, MEETING MINUTES

It was moved/seconded (Garnica [SA]/Neward [FA]) to approve the February 17, 2023, meeting minutes as presented. (Unanimous – see page one for a list of members in attendance.)

Legend:

SA = Self-Advocate
FA = Family Advocate

6. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa provided an update on current year (F/Y2023-24) budget expenditures and presented the Draft 2024-2025 proposed SCDD Budget for consideration.

It was moved/seconded (Garnica [SA]/Neward [FA]) and carried to recommend that the Executive Committee approve the FY 2024-25 Proposed Budget as presented and provide a one-time increase of \$40,000 for Program Development Grants. (Unanimous – see page one for a list of members in attendance.)

7. COUNCILMEMBER ADMINISTRATIVE POLICIES

Executive Director Aaron Carruthers presented proposed changes to SCDD's Facilitation/Attendant Policy and Unprofessional Conduct Policy. Staff recommends increasing rates for facilitation and attendant services to more closely align with current market rates. Staff also recommends revisions to SCDD's Unprofessional Conduct Policy to make it inclusive of volunteers serving on local Self-Determination Advisory Committees.

It was moved/seconded (Neward [FA]/Garnica [SA]) and carried to recommend that the Executive Committee increase in Facilitation pay to \$21.67 an hour and Attendant pay to \$20.72 an hour. (Unanimous – see page one for a list of members in attendance.)

It was moved/seconded (Neward [FA]/Garnica [SA]) and carried to recommend that the Executive Committee approve the January 2024 revision to the unprofessional conduct policy to include volunteers serving on local advisory committees. (Unanimous – see page one for a list of members in attendance.)

8. SPONSORSHIP POLICY

Executive Director Aaron Carruthers presented proposed changes to SCDD's Sponsorship policy to increase the amount of available funding from \$1,500 to \$2,500.

It was moved/seconded (Neward [FA]/Garnica [SA]) and carried to recommend that the Executive Committee approve a \$1,000 funding increase for Sponsorships. The funding maximum for a single event would change from \$1,500 to 2500. (Unanimous – see page one for a list of members in attendance.)

9. REVIEW DESIGNATED STATE AGENCY EVALUATION

Executive Director Aaron Carruthers presented SCDD’s 2024 Designated State Agency Review. 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. Staff analysis found that the DSA has met or exceeded expectations in all areas of the SCDD/CDSS interagency agreement.

It was moved/seconded (Neward [FA]/Garnica [SA]) and carried to recommend that the Executive Committee accept the 2023-2024 DSA Evaluation as presented. (Unanimous – see page one for a list of members in attendance.)

10. ADJOURNMENT

The meeting was adjourned at 12:47 PM.