

### **NOTICE/AGENDA**

JOIN BY TELECONFERENCE:

**MEETING ID:** 811 7097 5500

(669)-444-9171

**CALL IN NUMBER:** (877) 853-5257 or

# 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 <a href="https://www.scdd.ca.gov">www.scdd.ca.gov</a>

#### **MEETING DETAILS:**

**TELECONFERENCE LOCATION:** 

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

**JOIN BY ZOOM:** 

http://bit.ly/ExecCmteJune2024 MEETING ID: 811 7097 5500

**PASSCODE:** 537254

**DATE:** June 18, 2024

**TIME:** 10:30 AM – 2:00 PM

COMMITTEE CHAIR: Lee Bycel

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

### Item 3. WELCOME AND INTRODUCTIONS

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 publi agenda item, with each person allotted up to 1 minute to comment.	ic on each	
Item 5.	APPROVAL OF APRIL 2024 MINUTES VMTE  All	Page 5	
ltem 6.	STAFF SPOTLIGHT Beth Hurn, HQ Operations and Committee Support Analyst	Page 12	
Item 7.	SPONSORSHIP REQUESTS VMTE  Ken DaRosa, Chief Deputy Director  A. The Arc of CA  B. The University Center for Excellence in Developmental Disabilities (CEDD) at the Medical Investigation of Neurodevelopmental Disorders (MIND) Institute  C. California Policy Center for Intellectual and Developmental Disabilities (CPCIDD)		
Item 8.	SCDD BUDGET UPDATE Ken DaRosa, Chief Deputy Director	Page 43	
Item 9.	<b>EXECUTIVE DIRECTOR EVALUATION PROCESS UPDATE</b> Lee Bycel, Council Vice Chair and Ken DaRosa, Chief Deputy Director	Page 50	
Item 10.	2023 EMPLOYMENT FIRST COMMITTEE ANNUAL REPORT VMTE  Aaron Carruthers, Executive Director	Page 53	
ltem 11	REVIEW UPDATES TO COUNCIL MEMBER	Page 70	

ADMINISTRATIVE POLICIES VMTE
Aaron Carruthers, Executive Director

#### Item 12. EXECUTIVE DIRECTOR REPORT

Page 132

Aaron Carruthers, Executive Director

#### Item 13. ADJOURNMENT AND NEXT MEETING DATE

Page 133

The next meeting of the Executive Committee will be on August 20, 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 <a href="mailto:yaritza.sanchez@scdd.ca.gov">yaritza.sanchez@scdd.ca.gov</a>. 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.

**JUNE 18, 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.

**JUNE 18, 2024** 

**AGENDA ITEM 5.** 

**ACTION ITEM** 

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

### Approval of April 2024 Minutes

The draft minutes from the April 16, 2024, Executive Committee meeting have been included in the packet for review. Committee members will vote on whether to approve the minutes.

#### Attachment

April 2024 Executive Committee meeting minutes

#### Action Recommended

Approve the April 2024 meeting minutes.



# DRAFT Executive Committee Meeting Minutes April 16, 2024

Members Attending Nicole Adler (SA) Harold Ashe (FA)	Members Absent N/A	Others Attending (cont.) Ibrahim Muttaqi Yaritza Sanchez
Viviana Barnwell (FA)	Others Attending	Brian Weisel
Lee Bycel, Chair (FA)	Rihana Ahmad	
Michael Ellis (FA)	Aaron Carruthers	
Harold Fujita (FA)	Ken DaRosa	
Julie Gaona (SA)	Riana Hardin	
Kara Ponton (SA)	Rondale Holloway	
Eric Ybarra (SA)	Beth Hurn	
Wesley Witherspoon (SA)	Robin Maitino-Erben	

#### 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

SCDD Regional Manager Dena Hernandez offered a public comment. She thanked the Council on behalf of the CHOICES Institute for sponsoring their recent conference. The conference successfully hosted 500 attendees, including Councilmember Ybarra and Deputy Director Morawiec. The in-person event also included three keynote speakers from the North Valley Hills region.

# 5. APPROVAL OF FEBRUARY 2024 MINUTES Action 1

It was moved/seconded (Witherspoon [S.A.]/Ybarra [S.A.]) and carried to

approve the February 2024 meeting minutes as presented. (See last page of minutes for a voting record of members present).

#### 6. STAFF SPOTLIGHT

This month's SCDD Staff Spotlight was presented by HQ Operations and Committee Support Manager Robin Maitino-Erben. She shared details about her upbringing, education, family, personal interests, and transition into her current position.

#### 7. SPONSORSHIP REQUESTS

Chief Deputy Director Ken DaRosa presented three sponsorship requests for the Committee's consideration. The first request for \$2,500 was from El Arc of California. If approved, the requested funding would be used to offset costs of professional interpretation services, including language and sign language interpreters, to ensure accessibility for diverse attendees at their California Latino Disability Leadership Public Forum. The second request for \$2,500 was from the San Diego State University Research Foundation. If approved, the requested funding would be used to offset the costs of speaker fees and registration materials for their 2024 San Diego People First Conference. They were awarded a sponsorship from SCDD in 2017, 2018, and 2022 for this conference. The third request for \$2,500 was from the Exceptional Family Resource Center. If approved, the requested funding would be used to offset costs associated with the event including audio-visual equipment, registration materials, and translation services for their 40<sup>th</sup> Annual Involved Exceptional Parents Day.

#### **Action 2**

It was moved/seconded (Ybarra [S.A.]/Adler [S.A.]) and carried to approve El Arc of California, the San Diego State University Research Foundation, and the Exceptional Family Resource Center sponsorship requests in the amounts requested. (See last page of minutes for a voting record of members present).

#### 8. SCDD BUDGET UPDATE

Chief Deputy Director DaRosa provided a brief update on the status of the budget. He began by expressing his gratitude to Budget Manager Lynn Villoria for her exceptional professionalism and detailed knowledge of the budget, as well as her constructive relationship with the Department of Social Services. He emphasized that every number in the budget told a story and, while there were some anomalies, the overall budget was in good shape. As of March 1st, the Basic State Grant (BSG) budget showed a balance of 41%. This was positive since they typically spend approximately 8% of the federal dollars each month.

The balance provides a significant cushion for the remaining four months of the fiscal year. He explained that some reconciliation was needed due to expenses being incorrectly categorized, but he assured members that the line items were transferable, and the budget remained within limits. He also informed the Executive Committee about ongoing recruitments for six positions, including the North Bay Regional Office Manager, an analyst in the San Bernardino Office, and several headquarters' positions such as the Deputy Director for Policy and Public Affairs and the Council's Attorney. Additionally, the Quality Assessment (QA) and Clients Rights Advocacy/Voluntary Advocacy Services (CRA/VAS) program budgets were also stable. Though he noted that the QA project was expected to see increased expenses due to family surveys. Lastly, he mentioned that the Supported Decision-Making Technical Assistance Program (SDM-TAP) budget would adjust as grants were awarded and contracts finalized by the end of the fiscal year.

For additional information on the budget, please access the meeting packet found at <a href="https://scdd.ca.gov/executive\_committee/">https://scdd.ca.gov/executive\_committee/</a>.

#### 9. EXECUTIVE DIRECTOR REPORT

The Executive Director provided an update on his recent activities since March's Council meeting. He relayed that he testified on various key bills supported by the Council. These bills included SB 1384 (Dodd), SB 1443 (Jones), AB 1977 (Ta), AB 1885 (Addis), AB 2753 (Ortega), AB 1876 (Jackson), SB 1281 (Menjivar), SB 1197 (Alvarado-Gil), and SB 1001 (Skinner). As a reminder, SB 1384 (Dodd) advocates for wheelchair users' rights to self-repair by ensuring access to necessary tools and parts. SB 1443 (Jones) aims to add the State Council on Developmental Disabilities (SCDD) to the California Interagency Council on Homelessness. AB 1977 (Ta) seeks to provide stable healthcare coverage for individuals with permanent developmental disabilities or autism by removing the requirement for periodic re-evaluations. AB 1885 (Addis) proposes to make Cal Grant assistance more equitable for students in Disabled Student Programs and Services (DSPS) by reducing the required units to nine. AB 2753 (Ortega) mandates that health plans cover durable medical equipment and services. AB 1876 (Jackson), co-sponsored by Disability Rights California (DRC), will allow remote meetings for Individual Program Plans (IPP) and Individualized Family Service Plans (IFSP). SB 1281 (Menjivar) aims to standardize processes in the Self Determination Program Act by 2026 for equity across regional centers. SB 1197 (Alvarado-Gil) permits IHS services for foster youth. SB 1001 (Skinner) protects prisoners with intellectual disabilities from the death penalty by allowing new evidence for diagnosis not previously identified during childhood.

The next item discussed was the Master Plan for Intellectual and Developmental Disabilities. The Health and Human Services Agency conducted the first meeting of the stakeholder committee on January 10, with Councilmember Joyce McNair representing the Council. Health and Human Services Secretary Mark Ghaly opened the event, emphasizing that the goal was not merely to reform the Department of Developmental Services, but to involve all departments in a comprehensive reform to serve individuals as a whole. He stressed the importance of an equity focus on the Master Plan, highlighting that true equity involves shifting power to ensure that all individuals have access to services and resources. Department of Developmental Services Director Nancy Bargmann also addressed the attendees, reflecting on the creation of the Lanterman Act over 50 years ago by individuals who envisioned a better future. She noted that the roundtable setup of the meeting was designed to replicate that collaborative spirit, inviting stakeholders to contribute their visions for the future. The meeting featured dynamic interactions and breakout sessions, with four tables of committee members participating in four different sessions throughout the day. The breakout sessions focused on community agreements, shared values for the project, an aspirational vision of success, and priorities for the Master Plan. Each group generated their own responses to these prompts, resulting in multiple versions of answers. Next steps involve combining these responses into a cohesive group version, which may be presented at the next stakeholder meeting in May.

The Executive Director highlighted that the Council, although a State Department, was not under the Health and Human Services Agency. He stressed the importance of the Council leveraging its statutory authority to define and redesign service delivery systems, as mandated by federal and state laws. Council Vice Chair and Executive Committee Chair Bycel posed a series of questions to the Health and Human Services Agency to understand its direction and intentions. These questions were an invitation to delve deeper into the agency's approach. As a follow-up, a meeting with agency representatives and Councilmembers was requested to discuss how the Council can assist in the creation of the Master Plan. The Council plans to integrate regular discussions about the Master Plan into its Council meetings, serving as public forums for input and discussion. Executive Director Carruthers expressed optimism about the potential outcomes of the Master Plan for Developmental Disabilities but stressed that the primary focus should start with what helps individuals with disabilities and then addressing the necessary components to achieve that goal such as rates, providers, and IT systems. He also acknowledged that the Council's mission closely mirrors the Master Plan's objectives of strengthening accessibility, quality, and equity, and connecting the

IDD system with other services such as education, housing, employment, transportation, and safety. By asserting its role and values, the Council aims to lead the way in creating an integrated and person-centered service system.

Furthermore, the Executive Director highlighted an article in the Los Angeles Times that featured the Council's work. The article, "People with disabilities love" this program. Why are Latinos underrepresented?", was published on April 15, 2024. It was based on the Council's evaluation of the Self-Determination Program that was presented at the July Council meeting and cited SB 1281 (Menjivar); a bill supported by the Council. This legislation, sponsored by ICC and BVU, aims to reform the Self-Determination program based on the evaluation's evidence. The Executive Director was quoted in the article, noting that the higher spending plans in the Self-Determination Program (\$38,000) compared to the traditional system (\$34,000) were a sign that underserved individuals were finally receiving needed services. He explained that the Self-Determination Program allows for more flexible service provision, allowing individuals to find non-vendored services when traditional vendors are unavailable. This flexibility addresses unmet needs and results in higher costs. which he views as a positive outcome. He countered criticisms about the program's costs, arguing that the increased spending reflects better service provision and improved outcomes for those previously underserved by the traditional system.

The Executive Director moved on to discuss the training opportunity previously mentioned during February's Executive Committee meeting. He outlined the creation of a training program for Councilmembers, aimed at focusing on one specific topic. Following a productive discussion with the Executive Committee, a poll was created and sent to all Councilmembers to gather their input on the preferred training topic. The Executive Director presented the results of the poll. The first question in the poll asked Councilmembers to select their highest priority training topic for 2024. Out of 12 responses, the most selected topic was "being an effective change agent," which would cover change management and advocacy. The second most popular topic was "conflict management in dealing" with difficult people," followed by individual votes for "Council fundamentals" and "preparing for meetings." Given that half of the respondents prioritized "being an effective change agent," the Executive Director suggested moving forward with that topic. Further poll data showed that 75% of members were very likely to attend the training, with one person undecided. When asked about their preferred format, 42% favored in-person sessions either before or after Council meetings in May or September, while 50% were open to either format. Feedback from Councilmembers included positive remarks about the training

initiative, a desire for more specific details within the "effective change agent" topic, and a preference for engaging, interactive sessions. Since Councilmember Fujita has experience in training on being an effective change agent, he expressed interest in being a co-trainer or leading the training. Executive Director Carruthers noted that more details will follow.

The Executive Director then moved on to announcements, sharing that the federal government had successfully passed its budget for the fiscal year October 2023-September 2024, which included level funding for Councils. This meant that California would receive the same funding as in the past four years. He pointed out that while it was good news that there weren't budget cuts, the unchanged funding amount was challenging due to inflation and rising costs, effectively reducing what can be accomplished with the same budget. Lastly, he introduced the new Personnel Officer, Thuy Le, and mentioned that the Council's Attorney, Brian Weisel, will be leaving by the end of May. He also noted the continued planning for the May in-person meeting, pointing out that costs for in-person meetings have risen significantly since pre-COVID times. Despite the higher expenses, he emphasized that supporting Councilmembers and ensuring the success of Council meetings remains the top priority for the budget.

#### 10. ADJOURNMENT AND NEXT MEETING DATE

The next Executive Committee meeting will be held on June 18, 2024. Meeting adjourned at 12:15 P.M.

Name	Action 1 Minutes	Action 2 Sponsorships
Adler, Nicole	Aye	Aye
Ashe, Harold	Aye	Aye
Barnwell, Viviana	Aye	Abstain
Bycel, Lee	Aye	Aye
Ellis, Michael	Aye	Aye
Fujita, Harold	Aye	Aye
Gaona, Julie	Aye	Aye
Ponton, Kara	Aye	Aye
Ybarra, Eric	Aye	Aye
Witherspoon, Wesley	Aye	Aye

**JUNE 18, 2024** 

AGENDA ITEM 6. INFORMATION ITEM

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD Staff Spotlight: Beth Hurn

The Executive Committee is recognizing an SCDD staff member. This will provide Committee members with an opportunity to learn more about SCDD's staff, their roles throughout the organization and some of their personal interests or aspirations. This month's Spotlight will feature a short presentation from HQ Operations and Committee Support Analyst Beth Hurn.

**JUNE 18, 2024** 

### **AGENDA ITEM 7.**

#### **ACTION ITEM**

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

### Sponsorship Requests

Chief Deputy Director Ken DaRosa will present three sponsorship requests for the Committee's consideration. The first sponsorship request is from the Arc of California, the second from the University Center for Excellence in Developmental Disabilities (CEDD) at the Medical Investigation of Neurodevelopmental Disorders (MIND) Institute at the University of California, Davis, and the third is from the California Policy Center for Intellectual and Developmental Disabilities (CPCIDD).

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

#### **Attachments**

The Arc of California Application Package
The MIND Institute at the University of California, Davis Application Package
California Policy Center for Intellectual and Developmental Disabilities (CPCIDD)
Application Package

#### Action Recommended

Approve the sponsorship requests from the Arc of California, the MIND Institute at the University of California, Davis, and the California Policy Center for Intellectual and Developmental Disabilities (CPCIDD).

#### **COUNCIL AGENDA ITEM DETAIL SHEET**

**ISSUE:** The Arc of California (Congreso Familiar)

**AMOUNT: \$2,500.00** 

**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:** The Arc of California requests sponsorship supporting a *Congreso Familiar* conference on August 3, 2024. The conference audience will be LatinX/Spanish-speaking parents who have children or family members with a disability, and 500 participants are expected at this in-person event.

The conference, in Hayward, CA, will include 30 workshops and provide insights and tools for attendees, enhancing their ability to exercise control, choice, and flexibility in the services and supports they receive. The conference also includes a resource fair and opportunities for participants to meet professionals and other parents, to gain deeper understanding of families' options, rights, and advocacy opportunities within different I/DD systems.

Conference workshops will be conducted in Spanish, and cover various topics, including special education, adult services, specific diagnosis information, employment, housing, health, and immigration.

SCDD's sponsorship will support costs associated printing, mailing, and conference materials.

They received a sponsorship in April 2024 for their California Latino Disability Leadership Public Forum.

**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:** The Council has budgeted \$25,000 for sponsorships in Fiscal Year 2024-25. This requests represents one of two sponsorships identified for the upcoming fiscal year which begins on July 1, 2024.

**STAFF RECOMMENDATION:** Approve The Arc of California's sponsorship request.

ATTACHMENTS(S): The Arc of California's sponsorship request.

**PREPARED:** Kristie Allensworth June 4, 2024

#### **Sponsorship Request for Congreso Familiar 2024**

• Name of your Company/Organization: The Arc of CA

• Name of Project/Event/Program: Congreso Familiar

Project/Event Date: Saturday, August 3<sup>rd</sup>, 2024

• Contact Name: Patricia Albeno

Director of Projects & Outreach

Contact Email, Address and Phone Number:

patricia@thearcca.org 1225 8<sup>th</sup> St, Suite 350 Sacramento, CA 95814 510-592-4708

• Amount of Funding Requested: \$2,500

• Approximate Total Cost of Project/Event: \$109,800

• The answer to this question: 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.

Congreso Familiar is a collaboration of parents, professionals and people with disabilities that has been serving the Spanish-speaking community for over 25 years. Our purpose is to bring information and education to parents and consumers so that they can be active participants in the developmental disabilities service system and the community in general.

Congreso Familiar offers in person conferences, workshops, virtual presentations, and other outreach activities to empower Latino families who have a child or family member with a disability.

This event will serve as a platform to empower consumers and family members by providing them with valuable insights and tools to enhance their ability to exercise control, choice, and flexibility in the services and supports they receive. By participating in the various workshops, the resource fair, and meeting professionals and other parents, attendees will gain a deeper understanding of their options and rights within the different IDD systems. Through networking opportunities and access to experts in the field, parents will be equipped with the knowledge and resources

needed to make informed decisions and advocate for their family members.

Ultimately, this event aims to inspire and empower individuals to take an active role in shaping their own support services, leading to improved outcomes and a greater sense of empowerment and autonomy.

This year we have planned two in-person conferences in the East Bay: Oakley on June 1, 2024, and Hayward on August 3, 2024.

SCDD funding will be utilized to support underserved families by providing postage to mail out the programs and registration forms in their preferred language, supplies and printing of materials.

### Event/Program Objectives

The conference aims to equip families and consumers with resources, tools, and information to increase their knowledge and enhance their ability to have control, make choices, and have flexibility in the services and support they access. This conference offers the Latino community the opportunity to attend workshops in their native language, covering various topics that will empower them to advocate for and access the necessary services and support for their children to thrive both at home and in the community. The topics discussed include vital issues such as special education, adult services, specific diagnosis information, employment, housing, health, immigration, and more.

### 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.

Congreso Familiar is different from other conferences in that we respond to the culture and traditions of Spanish-speaking families. It is important to us that families feel at home and in community from the way we decorate to the food we serve to making it a family event where we celebrate our children and each other. This year we expect our attendance to be 500 participants.

We expect 40-50 presenters and are planning to have 5 to 10 workshops presented by people with disabilities and/or family members.

We offer childcare for families and will provide activities for about 150 children and adults with disabilities and their siblings. We will have 15 teachers and 15 aides who support this component of the conference.

Congreso Familiar would not be possible without the support of volunteers. We expect to have at least 50 volunteers helping throughout the day.

During lunch, we will host a Resource Fair with approximately 40 vendors that will yield 80 additional participants.

 The answer to this question: How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers?

The conference promises to be a diverse and engaging event, with a wide array of workshops designed to cater to various interests and needs. With approximately 30 workshops scheduled to cover a range of topics, attendees can expect a rich and informative experience.

We aim to have 40-50 presenters contributing their expertise and insights throughout the event. Of these presenters, a special emphasis will be placed on ensuring that 5 to 10 workshops are presented by individuals with disabilities and/or family members. By amplifying diverse voices and perspectives, we hope to create a welcoming and enriching environment where all attendees feel represented and empowered.

### • A list of other sponsors/major contributors

Congreso Familiar is a joint effort involving various organizations in Alameda and Contra Costa. The following organizations consistently support this conference annually:

- Regional Center of the East Bay (RCEB)
- SCDD Bay Area Office
- Manos Home Care
- The Arc of CA
- DREDF
- Chabot College
- Family Resource Navigators
- East Bay Services to the Developmentally Disabled

# • The answer to this question: How you will conduct outreach to increase consumer and family involvement in the conference?

We are sending 3,200 postcards to all Spanish-speaking families letting them know the date of the conference and will follow up with another mailing in July that will include the program and registration form. The conference will be advertised on our <u>website</u>, our <u>Facebook</u> page, and during our virtual presentations. Promotion will also happen via our Congreso Familiar mailing list which has 2,300 contacts as well as The Arc of CA Spanish mailing list which will reach another 1,500 individuals.

 Have you included 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?

The primary sponsor of this conference is RCEB, showing their dedication to supporting the Spanish-speaking community throughout the years. Their generous support undoubtedly enhances the conference experience for all attendees, providing

a platform for learning, networking, and growth. The total cost for the Hayward conference is \$109,800.

Our proposal includes a detailed budget that outlines how the funding will be allocated towards the project's needs.

We are seeking \$2,500 from SCDD to cover essential expenses. This includes \$2,048 for mailing the conference program and registration forms to families' homes in their preferred language, as well as additional support for supplies and printing expenses. Although we will provide this information via all our media outlets, we know that Spanish-speaking families continue to face challenges with using technology. For this reason, we continue to mail this information via USPS.

In addition to the requested funds, we are actively soliciting other sources of financial support to complement your contribution and ensure the sustainability of the conference. We will reach out to Lucile Packard for additional financial support.

We believe that by combining your support with other funding sources, we can achieve our project goals and make a lasting impact. A detailed breakdown of the budget is provided in the attached budget document. This budget ensures that all financial aspects of the conference are covered, allowing us to focus on delivering the proposed benefits to the community.

Please see budget spreadsheet.

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

Throughout the years, our local SCDD office has supported Congreso Familiar with inkind contributions, including supplies that have been instrumental in making this conference a reality. In 2007, Congreso Familiar received a grant to develop leadership in the Spanish-speaking community similar to Partners in Policymaking. Several of the graduates are now leaders in our community.

### Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family selfadvocacy?

Yes, see attached letter.

\*Acknowledgement will be given during the event that consumer and family participation is supported, in part, by funding from the California State Council on Developmental Disabilities.



April 22, 2024

To Whom It May Concern:

91 Mercedes Lane Oakley, CA 94561 Phone: 925.625.0700

Fax: 925.625.1863

TDD/TTY: 925.625.6580

It is with great pleasure that the Oakley Union Elementary School District supports the application of Congreso Familiar, a conference for LatinX Spanish-speaking parents who have children or family members with a disability, for funding support from your organization. Congreso Familiar offers information, education, resources, and leadership opportunities for families across Contra Costa and Alameda counties. Congreso offers families the support while also empowering them to partner and advocate effectively for children with disabilities. This year, Congreso Familiar is planning to host two conferences: one in Oakley with our District on June 1st and one in Hayward on August 3rd. Both events are open to members from the Contra Costa and Alamenda counties.

The Oakley Union Elementary School District serves students from preschool through 8th Grade. Our mission is to offer a high-quality education to all students in partnership with our educational community. One of our top priorities is to engage with our community in a meaningful way as we highly value their contributions. We strongly believe in equitable practices for ALL students, families, and staff. At OUESD, we view diversity as our strength and inclusivity as our guiding principle. It has been an honor and a blessing to partner with Congreso Familiar as we collectively believe in the positive impact events like Congreso have in the lives of our students and overall school community. Provid and event like this to our Spanish-speaking parents of students with disabilities in our district. The decision to award funding to Congreso Familiar will yield beneficial outcomes to strengthen our community by supporting people who are greatly impacted by a disability.

Oakley Union Elementary School District has worked with Congreso Familiar during the past nine years and has found its impact to the Latino and overall community to be truly transformative. Congreso Familiar's dedication to empowering and supporting families is evident through their wide range of programs and services aimed at addressing various needs within the community. From educational workshops to mental health supports they have created a safe space for families to thrive and succeed. The positive influence they have had on countless lives is a testament to their commitment and passion for making a difference. As OUESD reflects on their time with Congreso Familiar, OUESD is filled with gratitude for the opportunity to be a part of such a wonderful organization that is truly changing lives for the better.

Maria Bordanaro

Singerely, .

**OUESD Deputy Superintendent** 

			SCDD Sponsorship
Description	Expense	Income	Request
Description	LAPETISE	liicome	Request
Personnel Costs			
Staff Salaries	\$ 58,752	\$ 58,752	0
Benefits, Insurance, Taxes	\$ 13,640	\$ 13,640	0
Staff Travel Costs	\$ 800	\$ 800	0
			0
Communications			0
Telephone	\$ 960	\$ 960	0
Postage: mail out program and			
registration form to the families' who			
struggle with registering online			
	\$ 2,048	\$ -	\$ 2,048
Printing/Copying: program,			
registration form, and handouts for the clients and their families			
the clients and their families	\$ 2,832	\$ 2,600	\$ 232
Zoom/webinar	\$ -	\$ -	0
Email Delivery & Marketing	\$ -	\$ -	0
Food	<b>*</b>	<u> </u>	
Food/snacks	\$ 9,000	\$ 9,000	0
Supplies	Ψ 0,000	Ψο,σοσ	O
Speaker gifts	\$ 1,000	\$ 1,000	0
Supplies: notepads, pens, and	Ψ 1,000	Ψ 1,000	O
folders for attendees			
	\$ 3,220	\$ 3,000	\$ 220
Decorations	\$ 700	\$ 700	0
Tote bags			0
Entertainment			0
Zumba Presentation	\$ 200	\$ 200	0
Dusty Puppets	\$ 200	\$ 200	0
Sound system	\$ 350	\$ 350	0
Out of area presenter	\$ 200	\$ 200	0
Childcare			
Childcare Coordinator	\$ 600	\$ 600	0
Childcare Teachers	\$ 4,000	\$ 4,000	0
Childcare Aides	\$ 2,100	\$ 2,100	0
Childcare supplies	\$ 300	\$ 300	0
Wristbands	\$ -	\$ -	0
Other			
Volunteer Appreciation	\$ 500	\$ 500	0
Equipment Rental	\$ -	\$ -	0
Facility Rental	\$ 2,548	\$ 2,548	0
•		The state of the s	
Parking	\$ 450	\$ 450	0

TOTAL	\$ 109,800	\$ 107,300	\$ 2,500
Admin Allocation	\$ 3,500	\$ 3,500	0
Resource Fair Coordinator	\$ 600	\$ 600	0
Raffles	\$ -	\$ -	0
Shuttle from BART	\$ -	\$ -	0
Family Transportation	\$ 300	\$ 300	0

#### **COUNCIL AGENDA ITEM DETAIL SHEET**

**ISSUE:** The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND Institute at the University of California, Davis

AMOUNT: \$2,500.00

**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: The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND Institute at the University of California, Davis, requests a sponsorship for their MIND Summer Institute on Neurodevelopmental Disabilities. This year's MIND Summer Institute will focus on education transitions in various contexts across different ages and stages. The conference theme is Preparing for Next Steps: Navigating the Educational Journey from Early Intervention to High School and Beyond.

The presentations and discussions will provide resources and strategies on specific topics related to educational transitions, including planning for Part C to Part B transitions, parent and student advocacy, understanding diploma pathways, and enhancing better collaborations between students, providers, and families for transition supports and strategies across the grades. The Summer Institute provides participants, including self- and family advocates, with a venue where they can ask pertinent questions about research and practices related to their own needs, as well as the opportunity to connect with others who may share similar interests and challenges.

They have scheduled the event for Friday, July 19, 2024, and anticipate approximately 200 in-person attendees. The MIND Institute's YouTube channel will record the event and make it available for others to view.

The sponsorship supports honoraria for workshop presenters and panelists.

Prior sponsorships supported the MIND Summer Institute in 2016, 2017, 2018, 2020, 2021, 2022, and 2023.

**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:** The Council has budgeted \$25,000 for sponsorships in Fiscal Year 2024-25. This requests represents one of two sponsorships identified for the upcoming fiscal year which begins on July 1, 2024. **STAFF RECOMMENDATION:** Approve the MIND Summer Institute sponsorship request.

**ATTACHMENTS(S):** The MIND Summer Institute sponsorship request.

PREPARED: Kristie Allensworth June 4, 2024



May 30, 2024

Kristie Allensworth State Council on Developmental Disabilities 3831 N. Freeway Blvd., Ste. 125 Sacramento, CA 95834

Dear Ms. Allensworth and the SCDD Review Committee,

The University Center for Excellence in Developmental Disabilities (CEDD) at the MIND Institute at the University of California, Davis requests State Council sponsorship for our upcoming MIND Summer Institute on Neurodevelopmental Disabilities in the amount of \$2,500. The event will be held on Friday, July 19, 2024, at the Scottish Rite Masonic Center at 6151 H Street in Sacramento.

This year's MIND Summer Institute will focus on transitions in education in various contexts across different ages and stages. Our conference theme is: **Preparing for Next Steps: Navigating the Educational Journey from Early Intervention to High School and Beyond.** We will include the perspectives of people with disabilities, family members, and providers. The presentations and discussions will provide resources and strategies on specific topics related to educational transitions including planning for Part C to Part B transitions, parent and student advocacy, understanding diploma pathways, and enhancing better collaborations between students, providers, and families for transition supports and strategies across the grades.

This conference topic is especially relevant to helping consumers and family members to exercise control, choice, and flexibility in the services and supports they receive. In addition, this conference will provide participants, including many consumers and family members, with a venue to ask pertinent questions about research and practices related to their own needs and to connect with others who may share similar interests and challenges. SCDD funding to help offset the costs for honoraria for our panelists would further support this information being disseminated to consumers and family members.

**Presenters & Panelists:** The program will begin with a keynote presentation (9:00 a.m. - 10:30 a.m.), which will be co-presented by a researcher and person with lived experience who have worked together to develop transition strategies for students. They will share key findings related to successful school transitions and ways to incorporate self-determination

strategies to ensure inclusion of students in planning and goal settings.

The event will also include a panel discussion (10:50 a.m. - 12:15 p.m.) by individuals with developmental disabilities who will share personal perspectives and experiences with transitions across throughout their educational journeys and family members and professionals who support those with disabilities in this journey. The varied backgrounds and lived experiences of panelists will address topics around challenges and successes with different transitions and the best ways to ensure student voices are heard in the process.

The afternoon portion of the event (1:00 p.m. - 4:00 p.m.) will include multiple workshops exploring different areas of transition such as understanding diploma pathways, navigating the transition from early intervention to the education system, parent advocacy across ages and stages, and building partnerships and collaborations. These workshops will provide opportunities for discussion and hands-on practice with transition tools.

**Program Objectives:** Please see Program Outline (Addendum A) for objectives corresponding to each session.

**Target Audience:** Last year's Summer Institute was a hybrid event where the keynote and panel presentations were attended by 165 in-person participants, and it was also livestreamed for an additional 67 online participants. In the afternoon, there were 5 breakout sessions where in-person participants attended small group discussions about various inclusion-related topics. These breakout sessions were not recorded or livestreamed.

Last year's attendance breakdowns were:

- Consumers, Self-advocates, and Family Members (28%)
- Family Advocate/Community Liaison/Parent Support and other Advocates (15%)
- Educators (11%)
- Education Administrator/Program Managers (5%)
- Professionals with a Community Agency (8%)
- Physicians and Nurses (6%)
- Psychologists and Licensed Mental Health Clinicians (5%)
- Case Manager/Care Coordinators (5%)
- Less than 5% each for other categories including Researchers, Behavior Analysts, Students/Trainees, Allied Health Professionals, and Early Intervention Providers

This year's event will be in-person only, and we expect a similar attendance distribution, anticipating around 200 people participating in-person with many more viewing the event recordings, which will be uploaded to the MIND Institute YouTube channel and accessible for free after the event. Last year's Summer Institute keynote and panel presentations were

recorded and uploaded, and to date, there has been 463 views.

Increasing Consumer & Family Outreach / Involvement: Each year, we strive to increase our efforts to include people with disabilities and their families. We have high representation of self-advocates and family members on our summer institute planning committee, the majority of whom (77%) have at least one disability and/or a special health care need and/or is a family member of someone with a disability and/or a special health care need. Similarly, the majority (83%) of our keynote, panelists, and workshop presenters this year are family members and/or individuals with disabilities and/or special health care needs. Every presentation (keynote, panel, and workshop) includes one or more family member/self-advocate speakers. Please see Conference Outline (Addendum A, last column) for details about which of our presenters are family members/self-advocates.

We are working with event partners including Alta CA Regional Center and the Warmline Family Resource Center to conduct outreach to increase consumer and family involvement in this event. We emailed potential attendees a save-the-date flyer and the event flyer after registration opened. The event has also been publicized on the UC Davis MIND Institute website and will be shared on the MIND Facebook page and newsletter. The MIND Institute faculty and staff and members of the Summer Institute planning committee also distributes this information widely with their networks, which has a huge reach that include many consumers and family members due to the diversity represented by our members. Last year, the event attendance by Consumers, Self-advocates, and Family Members was about 28%.

Costs / Sponsors & Contributors: Funding for coordination of this event is provided through in-kind support from the CEDD, the UC Davis MIND Institute, and our planning committee members who are from Alta CA Regional Center, California State University Sacramento, SCDD, Warmline, Black Infant Health, Disability Rights Education & Defense Fund (DREDF), Down Syndrome Alliance, Sacramento City Unified School District, and Sacramento County Office of Education. The conference is vendored through Alta California Regional Center to support family members who wish to attend. The in-person event will cost \$200 for professionals and \$150 for family members/caregivers/individuals with disabilities. Families may receive reimbursement for the fee through ACRC or through scholarships. We will also offer partial scholarships to family members and individuals with a disability.

The total cost of the event will be approximately \$28,000, and we project approximately \$25,000 in income. In order to make up the revenue loss, we are hoping to receive grant funding from SCDD and the WITH Foundation. The SCDD grant would go toward offsetting the costs for honoraria for our 10 workshop presenters/panelists (total cost = \$2500). SCDD has sponsored the MIND Summer Institute in 2016, 2017, 2018, 2020, 2021, 2022, and 2023. We have included supporting information in the following addenda.

Thank you so much for your consideration, and for SCDD's generosity and partnership these past years. We look forward to hearing from you.

Sincerely,

Kelly Heung and Amber Fitzgerald MIND Summer Institute Coordinators

#### Contact information:

Kelly Heung, PhD 2825 50<sup>th</sup> St. Sacramento, CA 95817 kaheung@ucdavis.edu 530-400-1089

#### Addenda:

Addendum A: Conference Outline

Addendum B: Conference Budget Reflecting SCDD Grant

Addendum C: MIND Summer Institute Flyer Addendum D: Letter of Support, Warmline

# Addendum A Conference Outline

	Title	Objectives	Presenter(s)
Keynote	Navigating Transitions: Promoting Self- Determination and Meaningful Lives	Participants will be able to define transition as it relates to educational settings.  Participants will identify 3 best practices that support meaningful transitions.  Participants will be able to identify the role of self-determination in transitions throughout the life course.	<ul> <li>Karrie A. Shogren (family member &amp; self-advocate)</li> <li>Ben Edwards (self-advocate)</li> </ul>
Panel	Empowering Every Learner: Collaborative Strategies for Supporting Students with Disabilities	Participants will identify 2 strategies that can be used to build collaborative relationships to support students across their educational journey.	<ul> <li>Alan Absalon (self-advocate)</li> <li>Angel Thao (family member)</li> <li>Delia Orosco (family member)</li> <li>Jackie Nevarez (family member)</li> <li>Krystyna Ordon- Bogue</li> <li>Laylah Jenkins (self-advocate)</li> </ul>
1:00-2:20 pm			
Workshop 1	Transition from Understanding the Early Start to Education Preschool Services	Participants will be able to discuss the timeline and steps involved in the transition process from the CA Early Start program to the Evaluation and Assessment process of a local education school district.  Participants will identify 2 ways that families can participate in that process.	<ul> <li>Diane Williams</li> <li>Diana Maffei (family member)</li> </ul>
Workshop 2	Navigating the Special Education Maze: Transitions Matter!	Participants will list the legal requirements of transition.  Participants will identify 2 advocacy skills that ensure the transition process meets the individual needs of each student.	<ul> <li>Angela Haynes (family member)</li> <li>Cheryl Theis (family member)</li> </ul>

Workshop 3	Navigating California's "New" Alternative Pathway to a High School Diploma for Students with Significant Cognitive Disabilities	Participants will identify at least one major educational code change affecting the alternate pathway to diploma for students who previously were not eligible for a diploma.  Participants will learn the requirements for local educational agencies to create this new pathway.	Stephanie     Coleman (family     member)
2:35 - 4:00 pm			
Workshop 4	A panel discussion: Preparing for Successful Adulthood as you Transition from High School	Participants will have the skills needed to develop inclusive action plans for successful transitions from high school years to adulthood.	<ul> <li>EunMi Cho         (family member)</li> <li>Edison Jun (self-advocate)</li> <li>Jared McGee         (self-advocate)</li> </ul>
Workshop 5	Promoting Self- Determination: The Self-Determined Learning Model of Instruction	Participants will learn about an evidence-based program for self-determination for students, presented by the keynote speakers.	<ul> <li>Karrie A. Shogren (family member &amp; self-advocate)</li> <li>Ben Edwards (self-advocate)</li> </ul>
Workshop 6	Planning for the Future of Developmental Services in California	The objectives are to provide an understanding of the purpose and goals of the CalHHS efforts on Developmental Services in our community and discuss the current challenges and gaps in developmental services and identify the voices and strategies needed to address them.	<ul><li>Victor Duron</li><li>Olivia Raynor (family member)</li></ul>

## Addendum B Conference Budget Reflecting SCDD Grant

Expenses	Est. Cost	SCDD Request
Facilities		
Event Space & AV	\$7,000.00	
Food/Beverages (estimated for 175 participants)		
Breakfast, Lunch, Afternoon Snack	\$8,069.50	
Speaker and Panelists – Honoraria & Travel Costs		
2 Keynote Presenters (travel & stipend)	\$4,900.00	
Panel: 6 Panelists & 1 Moderator (7 honoraria @ \$250 each)	\$1,750.00	
Workshops: 10 Presenters/Panelists (10 honoraria @ \$250 each)	\$2,500.00	\$2,500.00
Other		
Name badges/lanyards	\$350.00	
Translation services	\$720.00	
T-shirts (for volunteers / presenters)	\$1,224.00	
CE application	\$100.00	
Scholarships (10 @ \$150)	\$1,500.00	
Total Expenses	\$28,113.50	
Projected Revenue		Estimated Income
175 paid registrations @ \$150 minus \$10 CVENT fee (registration platform) each = 175 x (150-10)		\$24,500.00
15 volunteer registrations @ \$15 minus \$10 CVENT fee (registration platform) each = 15 x (15-10)		\$75.00
Resource Table charge (5 @ \$75)		\$375.00
Total Projected Revenue		\$24,950.00
Additional Revenue (if approved)		
SCDD Grant		\$2,500.00
WITH Foundation Grant		\$1,000.00

# Addendum C MIND Summer Institute – Event Flyer

UC**DAVIS** HEALTH

MIND INSTITUTE

Center for Excellence in Developmental Disabilities

# 2024 Summer Institute on Neurodevelopmental Disabilities

Preparing for Next Steps: Navigating the Educational Journey from Early Intervention to High School and Beyond

Experience the UC Davis MIND Institute's Summer Institute on Friday, July 19, 2024! Join us for this enriching, in-person conference designed for professionals, students, UC Davis employees, parents, caregivers, family members, and individuals with disabilities.

#### CONFERENCE OBJECTIVES

- Gain insights into evidence-based and practical tools for supporting transitions for individuals with intellectual and developmental conditions.
- Engage with a keynote presentation co-presented by a researcher and a person with lived experience, who have collaborated to develop effective transition strategies for students.
- Panel discussion featuring individuals with developmental conditions and providers, sharing personal and professional perspectives on educational transitions.
- Attend afternoon workshops focusing on diploma
- pathways, early intervention to education system transition, parent advocacy, and building partnerships.

#### **KEYNOTE SPEAKERS**

Navigating Transitions: Promoting Self-Determination and Meaningful Lives

- Karrie A. Shogren, Director, Kansas University Center on Developmental Disabilities and Distinguished Professor of Special Education, University of Kansas
- Ben Edwards, Assistant Researcher, Kansas University Center on Developmental Disabilities



#### REGISTRATION

- Current Alta Regional Center clients can apply to attend using their annual conference event funding.
- \$150 Parents/caregivers/family members, individuals with disabilities, students
- \$160 UC Davis employee
- \$200 Professionals
- Continuing Education credits may be available for an additional fee. <u>Visit</u> here for more information.

#### REGISTER HERE

Take advantage of our early registration offer. Get 10% off paid registrations if you register before June 15! All other registrations, please register by July 12.

JULY 19



8:30 a.m. - 4 p.m.

Scottish Rite Masonic Center

6151 H Street Sacramento, CA 95819

# Addendum D Letter of Support from Warmline

(also included as a pdf attachment in email submission)



RE: MIND Summer Institute Letter of Support

April 25, 2024

To Whom It May Concern:

Warmline Family Resource Center (WLFRC) enthusiastically supports the efforts of the Center in Developmental Disabilities (CEDD) to secure funds in support of the MIND Summer Institute from the California State Council on Developmental Disabilities (SCDD).

We believe that parents and self-advocates need to have access to high quality information that will allow them to exercise control, choice and flexibility in the services and supports they receive and, ultimately, to enhance the service system for children, youth and young adults with disabilities. This year's Summer Institute will provide evidence-based information and practical tools for supporting transitions across the lifespan for people with intellectual and developmental conditions. The keynote will be co-presented by a researcher and person with lived experience who have worked together to develop transition strategies for students. A panel discussion by individuals across ages with developmental conditions will share personal perspectives and experiences with transitions across throughout their educational journey. The afternoon will include multiple workshops exploring different areas of transition such as understanding diploma pathways, navigating the transition from early intervention to the education system, parent advocacy across ages and stages, and building partnerships and collaborations.

WLFRC has had a long and collaborative relationship with the MIND and believe that parents and selfadvocates will benefit greatly from attendance at the MIND Summer Institute by providing them with relevant information about policy and practices.

Warmline Family Resource Center supports families of children with developmental disabilities in 6 counties in Northern California. As a California Department of Education and Department of Developmental Services contractor, we offer parents an array of services including peer parent support, education, individual consultation, information and referral to community resources to assist them with increasing their knowledge about early intervention, special education and the systems that support their child with a disability.

Please contact me if you have any questions.

Sincerely.

Linda Thrift

**Executive Director** 

#### **COUNCIL AGENDA ITEM DETAIL SHEET**

**ISSUE:** The California Policy Center for Intellectual and Developmental Disabilities (CPCIDD)

**AMOUNT: \$2,500.00** 

**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: The California Policy Center for Intellectual and Developmental Disabilities (CPCIDD), the California Community Living Network (CCLN), and Strategies to Empower People (S.T.E.P.) are requesting a sponsorship to partner and bring a screening event for the film "Being Michelle" to Sacramento, California. They have scheduled this event for June 25, 2024, and expect at least 500 attendees, with at least half being individuals served by the Regional Center system.

"Being Michelle" is a documentary-style film that chronicles Michelle's experience as a deaf and autistic woman incarcerated for 5 years without access to communication or sign language interpreters. Following the film, a panel discussion will focus on elevating issues and creating awareness of the challenges faced by deaf people and people with disabilities in the criminal justice system

The panel includes the filmmaker, the film producer, two self-advocates with similar lived experience, and a law enforcement representative.

The event's intent is to increase the ability of deaf individuals, individuals with disabilities, and family members to understand and advocate for accommodations required by law, especially at critical stages in criminal proceedings. Not only will this film educate self-advocates and family members, but it will also provide a deeper understanding of the overrepresentation of people with disabilities in the criminal justice system for other attendees. These attendees could include the courts, attorneys, and law enforcement officials.

The SCDD sponsorship would support a videographer/photographer, American Sign Language interpreters, and outreach materials.

This is the first time that CPCIDD has requested an SCDD sponsorship.

**COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE:** Goal 1- By 2026, the Council will maintain and/or increase the number of people with intellectual/developmental disabilities to become strong self-advocates, peer trainers and community leaders.

**PRIOR COUNCIL ACTIVITY:** Since the beginning of FY 2023-24 the Council has awarded \$19,500 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 CPCIDD's sponsorship request.

**ATTACHMENTS(S):** CPCIDD's sponsorship request.

**PREPARED:** Kristie Allensworth June 4, 2024

#### Request for Sponsorship – Sacramento Screening of Being Michelle

The California Policy Center for Intellectual and Developmental Disabilities (CPCIDD), the California Community Living Network (CCLN), and Strategies to Empower People (S.T.E.P.) are partnering to bring a screening event for the film *Being Michelle* to Sacramento, California. We are seeking a \$2,500.00 sponsorship from the California State Council on Developmental Disabilities to support our efforts to bring this important and educational documentary style film to Sacramento. The contact person for this sponsorship request is Teresa Anderson, Executive Director, CA Policy Center for IDD: <a href="mailto:Teresa@cpcidd.org">Teresa@cpcidd.org</a> or 916-759-0163

#### **Being Michelle**

Being Michelle is a documentary style film that chronicles the experience of Michelle, a woman who is deaf and has autism, and her experience being incarcerated with no access to communication or sign language interpreters for 5 years. We intend to show the film at the Crest Theater in Sacramento, California on June 25, 2024. After the film screening there will also be a panel discussion focused on elevating issues and creating awareness of the injustices faced by deaf people and people with disabilities in the criminal justice system. The panel will include the filmmaker, the film producer, 2 individuals with lived experience of being deaf and/or being deaf and having a disability and previously incarcerated, and a representative from law enforcement or the Peace Officers Standards and Training (P.O.S.T.). A trailer for the film can be seen here: https://www.beingmichelle.com.

#### **Project Objective**

The objective of the event is to increase the ability of deaf individuals, individuals with disabilities and family members, to understand and advocate for accommodations that are required by law, especially at critical stages in criminal proceedings. This film will also serve as an educational opportunity for not just self-advocates and family members, but also other attendees that may be connected to the criminal justice system – judges, prosecutors, defense attorneys, court investigators, law enforcement officers, and others – to understand the reality of the overrepresentation of people with disabilities in the criminal justice system.

#### **Funding Request**

We are requesting sponsorship in the amount of \$2,500.00. We expect the total cost of the event to be \$16, 620.00 (see attached budget). If we receive sponsorship funds from the State Council on Developmental Disabilities (SCDD) we will use the funds in the following manner:

- \$1,000.00 Videographer/Photographer
- \$960.00 American Sign Language Interpreters
- \$500.00 development and distribution of outreach materials

The Crest Theater holds 975 people. We anticipate a minimum of 500 people will attend the

event with at least half (250) of the attendees being individuals served by the Regional Center system and their families and/or direct support professionals. We will work through our existing networks – CPCIDD, CCLN, S.T.E.P. – to reach individuals with disabilities and their families. In addition, we will send event flyers and information to the SCDD, Association of Regional Center Agencies (ARCA), the Department of Developmental Services, The Arc/UCP CA, Autism Society, the Lanterman Coalition, and other stakeholders in the community that serve and support people with IDD.

CPCIDD has not previously applied for, or requested, sponsorship from SCDD. The following is the *Being Michelle* Sponsorship Opportunity which includes information on acknowledgments for sponsors. Acknowledgment of SCDD sponsorship will be done verbally, ASL, and print materials at the event as well as print materials prior to the event.

We currently have commitments for sponsorships and major contributions from the following:

- 1. CA Policy Center for IDD \$1,000.00
- 2. CA Community Living Network \$1,000.00
- 3. Strategies To Empower People \$1,000.00
- 4. Association of Regional Center Agencies \$1,000.00
- 5. San Diego Regional Center \$2,500.00

#### Being Michelle Screening Event – Sacramento Sponsor Opportunity

The California Policy Center for Intellectual and Developmental Disabilities (CPCIDD), California Community Living Network (CCLN), and Strategies To Empower People (S.T.E.P.) are partnering to bring *Being Michelle*, an award-winning documentary, to Sacramento for a screening and panel discussion with the filmmakers, leaders in the Deaf Community, and individuals with lived experience who are deaf, have disabilities and endured incarceration *Being Michelle* chronicles the experience of a Deaf woman with autism in the criminal justice system and the abuse and language deprivation she faced. It presents a special opportunity to raise awareness around the disproportionate impact of incarceration on Deaf people and people with disabilities. This film aims to provide a platform for Deaf leaders and advocates to educate the public, policymakers, and community leaders, as well as raise awareness, about the experience of Deaf people and people with disabilities in the criminal justice system.

#### When and Where

We will be screening the film on June 25, 2024, at the Crest Theater in Sacramento, California. The film will begin at 5:00 with a panel discussion to follow at 6:30. This event will bring Deaf and hearing people together from throughout the state to learn from each other and understand that communication is a basic human right that everyone should be afforded.

Please consider sponsoring this event. The sponsorship opportunities are listed below. Please contact Teresa Anderson at <a href="mailto:Teresa@cpcidd.org">Teresa@cpcidd.org</a> with any questions you may have about this incredible film screening event.

#### **Sponsorship Levels**

#### Gold Sponsor - \$5,000.00

- Logo placed in the film at the beginning with the caption "Brought to You By [sponsor name]"
- Opportunity to address the audience for 5 minutes prior to the panel discussion.
- Logo on the Being Michelle movie poster posted in the window box at the Crest.
- Logo prominently placed in all promotional materials\*
- 10 tickets to the screening event

#### Silver Sponsor - \$2,500.00

- Logo on all promotional materials\*
- 5 tickets to the screening event

#### Bronze Sponsor - \$1,000.00

- Logo on promotional materials\*
- 2 tickets to the screening event

<sup>\*</sup>Sponsorship agreements entered into after May 31<sup>st</sup> are not guaranteed to include logos for print promotional materials, digital promotional materials may include logos after that date.







Please see the additional attachments for the estimated budget for bringing Being Michelle to Sacramento, as well as a letter of recommendation from a self-advocate and organization that supports individuals with disabilities.

State Council on Developmental Disabilities 3831 North Freeway Blvd. #125 Sacramento, CA 95834

Re: Letter of Recommendation for Being Michelle

Dear SCDD,

My name is Carl, and I am a self-advocate based on the similar experience as this person are. I am pleased to provide this letter of recommendation for the screening of Being Michelle in Sacramento on June 25, 2024. This is important to me because I think everyone should know that they have the right to communicate without any communication barriers. I am a Deaf person and I use American Sign Language to communicate. Being Michelle is a powerful story about a Deaf person who has autism and was denied her basic right to communicate with others because she was not provided with an interpreter when she was going through the court or when she was in jail. Communication accessibilities are very important to Deaf people with Intellectual Developmental Disabilities; to be treat with dignity and respect.

I hope a lot of people come to this event and learn from Michelle's experience that communication is a basic human right. Just because someone is Deaf or has a disability doesn't mean that they should not have the same rights as everyone else. We should not deny a person this right because of disability. Please spread the word and please come.

Thank you for considering supporting this event.

Respectfully,

Carl P.

# Being Michelle Estimated Budget

Line Item	Expense
Crest Theater Rental	\$3,500.00
Ticket Sales Fee	\$1,260.00 (\$1.80 x 700)
Licensing	\$500.00
Travel (air) for Speakers	\$3,000.00 (5 flights @ \$600 each)
Lodging for Speakers	\$1,000.00 (5 rooms @ \$200.00 each)
Uber - transportation for Speakers	\$400.00 (5 roundtrip rides to/from hotel
Reception Food/Drinks	\$3,500.00 (\$5 per person x 700 people
Interpreters	\$960.00 (4 interpreters \$60 per hour)
Promotional Materials	\$1,000.00 (posters, save-the-date, flyers)
Red Carpet Rental	\$500.00
Videographer/Photographer	\$1,000.00
Total Expenses	\$16,620.00

		Amount		Amount	Remaining
Ageny Name:	Event Date:	Requested:	<b>Amount Awarded:</b>		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	\$1,500	\$22,000
Exceptional Farming Center	9/10/2023	φ1,500	\$1,500	φ1,500	φ22,000
University Center for Excellence in					
Developmental Disabilities					
(UCEDD) at the MIND Institute at	7/00/0000	<b>#4.500</b>	<b>#4.500</b>	<b>#4 500</b>	<b>#</b> 00 500
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
Special Needs Resource					
Foundation of San Diego	4/13/2024	\$1,500	\$1,500	\$0	\$17,500
Developmental Disabilities Council					
of Contra Costa County	3/23/2024	\$1,500	\$1,500	\$0	\$16,000
Cal-TASH	3/2/2024	\$1,500	\$1,500		\$14,500

CHOICES Institute	4/2/2024	\$1,500	\$1,500	\$0	\$13,000
El Arc of California	5/18/2024	\$2,500	\$2,500	\$2,500	\$10,500
San Diego State University					
Research Foundation	6/8/2024	\$2,500	\$2,500	\$0	\$8,000
Exceptional Family Resource					
Center	4/27/2024	\$2,500	\$2,500	\$0	\$5,500

**JUNE 18, 2024** 

AGENDA ITEM 8. INFORMATION ITEM

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

# SCDD Budget Update

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

#### **Attachments**

SPY 2023-24 Budget Update Budget Projections Line-Item Summary FY 2023/24 Approved Budget

# Handout(s)

May be handouts the day of the meeting.



### SFY 2023-24 Budget Update

#### **Key Takeaways:**

- Spending projections for all programs show that SCDD is well within budget and should end the year with modest savings.
- Generally, Basic State Grant expenses should remain steady and consistent with the spending rate currently reflected in this report, except for some one-time expenses that will be accounted for in last two months of the fiscal year.
- These expenses include replacement laptops for staff and increased travel.
- These one-time expenses were anticipated in our overall spending plan.

#### Discussion:

The package before the Committee includes a budget report for State Fiscal Year (SFY) 2023-24 expenditures through April 30, 2024, and a summary of program budget balances.

#### SFY 2023-24 Basic State Grant (BSG) Expenditures

The SFY 2023-24 BSG budget is \$8,062,000. Expenditures for the fiscal year, so far, total \$5,976,294. The budget balance is \$2,085,706, or 26 percent.

- <u>Personal Services:</u> Total expenditures to date (\$4,846,220) result in a remaining balance of \$1,400,780 (22 percent). As of May 1, 2024, there were 10 vacancies. However, two positions were filled at the start of June, and we have four active recruitments.
- <u>OE&E</u>: Expenses under this category total \$1,101,138, with a remaining balance of \$413,862. As noted, some one-time expenses such as a laptop refresh and increased travel during the spring months will apply to this budget category. Staff remain confident the OE&E budget will end with a positive balance.
- <u>Program Development Grants</u>: Year-to-date expenditures total nearly \$29,000, resulting in a remaining balance of approximately \$271,000 (90 percent). Grant invoices are beginning to arrive steadily. These payments will reduce this budget balance.
- Unexpended Funds Available for the Council to Spend: While final reconciliation has yet to occur, and accounting for additional expenditures such as grant payments, staff continues to project approximately \$345,000 could be available for the Council to consider on additional one-time initiatives. However, we will defer any recommendations until year-end reconciliation is completed later in August.

#### SFY 2023-24 Quality Assessment Project (QA) Reimbursements from DDS

Total QA funding available is \$3,672,000. Projected expenditures for the fiscal year to date total \$2,497,496. As of May 1, 2024, the budget balance is \$1,174,504 (32 percent).

- <u>Personal Services</u>: Year-to-date expenditures of \$1,628,537 give us a remaining balance of \$650,463 (28.5 percent). The vacancy rate is 11 percent (i.e., two vacancies).
- <u>OE&E</u>: Year-to-date expenditures (\$868,959) give us a remaining balance of \$524,041 (37.6 percent).

# SFY 2023-24 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS funding available is \$1,661,000. Year-to-date expenditures are \$1,125,276, with a remaining balance of \$535,724 (32 percent).

- <u>Personal Services</u>: Expenditures to-date total \$912,328 and reflect a remaining balance of \$377,672 (29 percent). The vacancy rate is 11 percent (i.e., one position).
- <u>OE&E</u>: Spending for this category totals \$212,947, with a projected remaining balance of \$158,053 (42 percent).

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

#### SFY 2023-24 Supported Decision-making Technical Assistance Program (SDM-TAP)

Total program funding for the SDM-TAP program is \$5 million. This supports a two-year program funded by a special appropriation to SCDD in 2022. The funding is designated for grants (\$3 million) and program operation (\$2 million).

- <u>Personal Services</u>: Expenditures to-date total \$245,954 and reflect a remaining balance of \$510,046 (67 percent). The funding balance will support staffing in the next fiscal year.
- <u>OE&E</u>: Spending for this category totals \$41,203, with a projected remaining balance of \$1,203,797 (approximately 97 percent). Program staff are currently finalizing contracts, funded from this category, that will begin at the start of SFY 2024-25.
- <u>Grants</u>: The current balance is \$3 million. However, approximately \$2.5 million in grants will be awarded in late June, and the program has released a new grant opportunity that will be funded from the remaining balance of \$430,000



# **State Council on Developmental Disabilities**

# Council Report for State Fiscal Year 2023 - 2024 As of May 1, 2024

### Expenditures through April 30, 2024

Federal Grant	Annual Budget	Monthly penditures	ear-To-Date openditures	Balance
Personal Services & Benefits	\$ 6,247,000	\$ 482,265	\$ 4,846,220	\$ 1,400,780
Operating Expenses	\$ 1,515,000	\$ 109,564	\$ 1,101,138	\$ 413,862
Grants / Special Items	\$ 300,000	\$ -	\$ 28,937	\$ 271,063
Total	\$ 8,062,000	\$ 591,829	\$ 5,976,294	\$ 2,085,706

Positions	#
# Positions	50
# Vacancies	10
-	-
Vacancy %	20%

Quality Assessment	Annual Budget	E	Monthly xpenditures	ear-To-Date openditures	Balance
Personal Services & Benefits	\$ 2,279,000	\$	170,395	\$ 1,628,537	\$ 650,463
Operating Expenses	\$ 1,393,000	\$	58,257	\$ 868,959	\$ 524,041
Total	\$ 3,672,000	\$	228,652	\$ 2,497,496	\$ 1,174,504

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

Clients' Rights Advocates/ Voluntary	Annual Budget	E	Monthly xpenditures	ear-To-Date xpenditures	Balance
Personal Services & Benefits	\$ 1,290,000	\$	94,251	\$ 912,328	\$ 377,672
Operating Expenses	\$ 371,000	\$	14,507	\$ 212,947	\$ 158,053
Total	\$ 1,661,000	\$	108,758	\$ 1,125,276	\$ 535,724

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

Supported Decision-Making Technical Assistance Program	Annual Budget	E	Monthly openditures	ear-To-Date xpenditures	Balance
Personal Services & Benefits	\$ 755,000	\$	43,172	\$ 244,954	\$ 510,046
Operating Expenses	\$ 1,245,000	\$	524	\$ 41,203	\$ 1,203,797
Grant Awards	\$ 3,000,000	\$	-	\$ -	\$ 3,000,000
Total	\$ 5,000,000	\$	43,697	\$ 286,157	\$ 4,713,843

Positions	#
# Positions	3
# Vacancies	0
-	-
Vacancy %	0%

Total	#
# Positions	80
# Vacancies	13
Vacancy %	16%

## State Council on Developmental Disabilities Council Report for State Fiscal Year 2023 - 2024

#### As of May 1, 2024

#### Expenditures through April 30, 2024

Federal Grant	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage	
PERSONAL SERVICES (PS & PB)						
Salaries & Wages w/ Benefits	6,247,000	482,265	4,846,220	1,400,780	22.4%	
OPERATING EXPENSE (OE&E)						
General Expense (Meeting/Conf/ Office Equip)	50,000	627	64,088	(14,088)	-28.2%	
Printing	30,000	3,805	11,215	18,785	62.6%	
Communications	55,000	9,991	46,021	8,979	16.3%	
Postage	9,000	2,185	8,803	197	2.2%	
Travel-in-State	175,000	7,374	57,084	117,916	67.4%	
Out-of-State Travel	8,000	103	4,903	3,097	38.7%	
Training (Tuition and Registration)	35,000	1,075	10,317	24,683	70.5%	
Facilities Operations (Rent)	550,000	59,245	468,957	81,043	14.7%	
Facilities Plng/Maint. & Utilities	8,000	554	4,533	3,467	43.3%	
Interdepartmental Services	250,000	7,466	226,366	23,634	9.5%	
External Contract Services	100,000	5,395	41,402	58,598	58.6%	
Information Technology (Computer, Software)	215,000	11,743	132,450	82,550	38.4%	
Statewide Cost Allocation Plan (SWCAP)	25,000	-	25,000	-	0.0%	
Other Items of Expense	5,000	-	(0)	5,000	100.0%	
Subtotal OE&E	1,515,000	109,564	1,101,138	413,862	27.3%	
SPECIAL ITEM (PROGRAM 20)	300,000	-	28,937	271,063	90.4%	
TOTAL	8,062,000	591,829	5,976,294	2,085,706	25.9%	

	Budgeted	Current Month	YTD	Remaining	Remaining	
Quality Assessment	Base	Expenditure	Expenditure	Balance	Percentage	
PERSONAL SERVICES (PS & PB)		-	-			
Salaries & Wages w/ Benefits	2,279,000	170,395	1,628,537	650,463	28.5%	
OPERATING EXPENSE (OE&E)						
General Expense (Meeting/Conf/ Equipment)	18,395	80	1,142	17,253	93.8%	
Printing	562,000	4,000	11,914	550,086	97.9%	
Communications	40,000	1,672	12,220	27,780	69.4%	
Postage	211,605	6,905	414,400	(202,795)	-95.8%	
Travel-in-State	5,000	702	8,405	(3,405)	-68.1%	
Training (Tuition and Registration)	3,000	350	1,430	1,570	52.3%	
Facilities Operations (Rent)	282,000	14,257	177,422	104,578	37.1%	
Facilities Plng/Maint. & Utilities	2,000	-	-	2,000	100.0%	
Interdepartmental Services	164,000	(16)	90,736	73,264	44.7%	
External Contract Services	30,000	-	3,896	26,104	87.0%	
Data Processing (Software, Supplies & Misc.)	50,000	3,094	118,977	(68,977)	-138.0%	
Other Items/ Client Services	25,000	27,212	28,417	(3,417)	-13.7%	
Subtotal OE&E	1,393,000	58,257	868,959	524,041	37.6%	
TOTAL	3,672,000	228,652	2,497,496	1,174,504	32.0%	

# State Council on Developmental Disabilities Council Report for State Fiscal Year 2023 - 2024

#### As of May 1, 2024

#### Expenditures through April 30, 2024

Clients' Rights Advocates/	Budgeted	Budgeted Current Month		Remaining	Remaining	
Volunteer Advocacy Services	Base	Expenditure	Expenditure	Balance	Percentage	
PERSONAL SERVICES (PS & PB)						
Salaries & Wages w/ Benefits	1,290,000	94,251	912,328	377,672	29.3%	
OPERATING EXPENSE (OE&E)						
General Expense (Meeting/Conf/ Equipment)	5,000	-	38	4,963	99.3%	
Printing	9,000	449	1,670	7,330	81.4%	
Communications	10,000	1,117	4,673	5,327	53.3%	
Postage	1,000	822	1,816	(816)	-81.6%	
Travel-in-State	32,000	2,612	22,647	9,353	29.2%	
Training (Tuition and Registration)	15,000	-	431	14,569	97.1%	
Facilities Operations (Rent)	24,000	128	24,321	(321)	-1.3%	
Interdepartmental Services	134,000	899	53,405	80,595	60.1%	
External Contract Services	3,000	(899)	-	3,000	100.0%	
Data Processing (Software, Supplies & Misc.)	45,000	1,346	30,449	14,551	32.3%	
Other Items/ Client Services	93,000	8,034	73,498	19,503	21.0%	
Subtotal OE&E	371,000	14,507	212,947	158,053	42.6%	
TOTAL	1,661,000	108,758	1,125,276	535,724	32.3%	

Supported Decision-Making	Budgeted	<b>Current Month</b>	YTD	Remaining	Remaining	
Technical Assistance Program	Base	Expenditure	Expenditure	Balance	Percentage	
PERSONAL SERVICES (PS & PB)						
Salaries & Wages w/ Benefits	755,000	43,172	244,954	510,046	67.6%	
OPERATING EXPENSE (OE&E)						
General Expense (Meeting/Conf/ Equipment)	12,000	-	300	11,700	97.5%	
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	-	1,500	8,500	85.0%	
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	-	34,032	1,130,968	97.1%	
Data Processing (Software, Supplies & Misc.)	12,000	524	5,370	6,630	55.2%	
Other Items/ Client Services	-	-	-	-	0.0%	
Subtotal OE&E	1,245,000	524	41,203	1,203,797	96.7%	
Grant Awards	3,000,000	-	-	3,000,000	100.0%	
TOTAL	5,000,000	43,697	286,157	4,713,843	94.3%	



# **State Council on Developmental Disabilities**

#### Fiscal Year 2023-24 Budget Revised October 2023

	Council Budget		SCDD Budget - Other Sources							
Categories		*Basic State Grant		Quality Assessment		Clients' Rights Advocates/ Volunteer Advocacy		Supported Decisionmaking Technical Assistance Program		TOTAL
	Fed	deral Grant		State Contract	_	State Contract		dget 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
remporary neip / nonorarium	Ψ	60,000	Φ	-	Φ	<del>-</del>	Ф	-	Ф	60,000
Worker's Compensation	\$	55,000	\$	3,000	\$	5,000	\$	2,000	\$	65,000
Tronici o componedacii		00,000	Ψ	0,000	Ψ	0,000	<u> </u>	2,000	Ψ	00,000
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	\$			12,000		85,000
Printing	\$	30,000		562,000				6,000	\$	607,000
Communications Postage	- <del>\$</del>	55,000 9,000		40,000 211,605		,		12,000	\$ \$	117,000 227,605
Travel-in-State :	\$ \$	175,000		5.000	_	32,000		16,000	\$	228,000
Out-of-State Travel	\$	8.000		- 5,000	\$	52,000	\$	-	\$	8,000
Training (Tuition and Registration)	\$	35,000		3,000	\$	15,000		10,000	\$	63,000
Facilities Operations (Rent)	\$	550,000		282,000				-	\$	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	\$			E 000 000		18,395,000
4. Total SCDD Budget by Source	<b>3</b>	8,062,000	\$	3,672,000	Þ	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										
		4 750 000								
Cash Reserve	\$	1,750,000								
Estimated Unexpended Funds Available	\$	345,000								

**JUNE 18, 2024** 

AGENDA ITEM 9. INFORMATION ITEM

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

## **Executive Director Evaluation Process Update**

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

The process comprises the following key steps:

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

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

#### Attachment

2024 Draft Executive Director Evaluation Process and Schedule

# Handout(s)

May be handouts the day of the meeting.

-DRAFT2024 EXECUTIVE DIRECTOR EVALUATION PROCESS and SCHEDULE

Timeframe	Actions
June	<ul> <li>Executive Director (ED) begins self-evaluation report to be completed by <u>July 1, 2024</u>.</li> <li>ED self-evaluation report is submitted to the third party in advance of the forthcoming Council Meeting to include with the evaluation survey.</li> </ul>
July	<ul> <li>Annual Executive Director evaluation survey is provided to Council members, via the third-party, approximately 10 days before the July Council meeting and includes the ED self-evaluation report. (c. July 5, 2024)</li> <li>Third-party distributes the ED evaluation report and survey tool electronically and, if requested, via U.S. mail to Council Members providing approximately three weeks for council members to complete the evaluation.</li> <li>Council Chair notes the survey process is underway during the chair report at the July 16, 2023, Council Meeting, reminding members of the impending due date (July 26, 2024).</li> </ul>
August	<ul> <li>The third-party collects and tabulates the completed survey results, aggregates written comments to prepare a report based on responses and provides a report to the Council Chair approximately one week after receiving completed surveys from Council members (August 5, 2024).</li> <li>Council Chair and/or third-party presents the evaluation report to the Executive Committee for consideration during a closed session (August 20, 2024).</li> <li>Executive Committee finalizes the evaluation report, adopts content of the final evaluation report, recommendation(s), and requested actions for presentation to the full Council (September 3, 2024).</li> </ul>

Timeframe	Actions
September	<ul> <li>Executive Committee presents final evaluation report recommendation(s) and requested actions to the full Council during a closed session at the September Council meeting (September 17, 2024).</li> <li>Council considers Executive Committee recommendation and approves the final ED evaluation report, recommendation(s), and requested actions.</li> <li>Within one week of the Council meeting, the Council Chair provides the Executive Director with the approved evaluation report, recommendation(s), and requested actions September 24, 2024).</li> </ul>

**JUNE 18, 2024** 

**AGENDA ITEM 10.** 

#### **ACTION ITEM**

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

# 2023 Employment First Committee Annual Report

The Employment First Committee is statutorily created and convened by the Council. Each year this Committee is required to produce a report to the Legislature by July 1st describing its work and policy recommendations. They met on May 16, 2024, to review and approve the final draft of the report.

Executive Director Aaron Carruthers will provide a brief overview of the 2023 Annual Report and request that the Executive Committee review and approve the final draft of the report.

#### **Attachment**

2023 Employment First Committee (EFC) Annual Report

# Handout(s)

2023 EFC Annual Report PPT May be additional handouts the day of the meeting.

#### Action Recommended

Approve the 2023 Employee First Committee (EFC) Annual Report.

# 2023 Employment First Committee Annual Report to the Legislature

Prepared by: THE EMPLOYMENT FIRST COMMITTEE

# Contents

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# **Executive Summary**

The California State Council on Developmental Disabilities (SCDD) is pleased to present its Employment First Committee's 2023 Annual Report. The Employment First Committee (EFC) is tasked with advancing competitive integrated employment (CIE) for people with intellectual and/or developmental disabilities (I/DD).

As an Employment First state, California prioritizes opportunities for competitive integrated employment for all adults with intellectual and developmental disabilities. In the decade since the Employment First policy was put into place, there have been significant efforts and successes toward enhancing the employment service systems. supports, and funding to achieve this goal. However, data suggest that there are still large numbers of people with I/DD unemployed or in day programs who are capable of and may benefit from work, with state employment rates of people with I/DD showing only minimal gains from 2013-2019, that were then lost during the COVID-19 pandemic<sup>1</sup>. To address continued barriers to fulfilling the employment first mandate, an Employment First Office was created.

With the creation of the Employment First Office (EFO), the current Employment First Committee housed under SCDD will no longer be operational starting July 1, 2024. A new iteration of the committee will be formed under the purview of the Employment First Office. In this report, the EFC focuses its attention on recommendations to inform and guide the new committee's development and activities. The report is divided into two main sections – first, what is needed to continue to propel progress in competitive integrated employment for people with I/DD in California, and second, what is needed to maximize the committee's effectiveness in advancing this mission.

# Introduction: Competitive Integrated Employment in California

AB 1041 made California an Employment First state in 2013<sup>2</sup>. This means that it is the policy of California that opportunities for CIE be given the highest priority for all working age individuals with developmental disabilities, regardless of the severity of their disabilities. To make Employment First policy a reality, California stakeholders, agencies, and the EFC have introduced many tools and strategies since 2013. We have summarized meaningful accomplishments below.

In 2017, the Department of Rehabilitation (DOR), the Department of Developmental Services (DDS), California Department of Education (CDE), Disability Rights California (DRC) and others developed the Competitive Integrated Employment Blueprint<sup>3</sup> which details strategies for more interagency collaboration and frameworks like the discovery process and work-based learning for increased employment outcomes. A follow up resource the grew out of this collaborative effort. The interactive Roadmap to CIE<sup>4</sup>,

<sup>&</sup>lt;sup>1</sup> https://scdd.ca.gov/employment data dashboard/

<sup>&</sup>lt;sup>2</sup> https://codes.findlaw.com/ca/welfare-and-institutions-code/wic-sect-4869.html

<sup>&</sup>lt;sup>3</sup> Competitive Integrated Employment (CIE) - California Health and Human Services

<sup>&</sup>lt;sup>4</sup> Roadmap to Competitive Integrated Employment for consumers and their advocates

helps people who have disabilities and others explore the road to employment and urges earlier introduction to employment and career concepts, so educational entities do not wait for transition or graduation to engage in work planning. As an example of another collaboration, DOR and SCDD worked together to create lasting policy change when they ended the sunset of the State Internship Program (SIP). SIP is an alternative pathway to California civil service Limited Examination Appointment Program (LEAP) certification upon completion of 512-hours of an internship.<sup>5</sup> SIP interns receive wages during their internship through the DDS and on-the-job-supports from a Community Rehabilitation Program funded by DOR.

Legislatively, CDE continues to innovate via the introduction of Alternative Diploma Pathways<sup>6</sup> in California Education Code (EC) Section 51225.31, which went into effect in 2022. The passage of Senate Bill (SB) 639 in 2021 requires the phase out 14c subminimum wage in California by 2025<sup>7</sup>. This legislation fast tracked changes in services, data collection, and workforce development. The first SB 639 implementation report states, "significant investments have been made to support the transition of approximately 4,000 people out of 14c programming." Approximately 2,000 individuals have left the 14c subminimum wage program since the enactment of SB 639. They are moving onto competitive integrated Employment or their choice for a meaningful day.<sup>8</sup>

DDS has made significant innovations to support CIE, including introducing many changes in funding options like competitive employment outcome and Paid Internship Program (PIP) Placement incentives for regional centers to encourage employment services<sup>9</sup>. In April 2024, DDS launched the Coordinated Career Pathways service pilot, which specifically targets individual earning subminimum wages and exiting secondary school. Two service positions are offered, including a Career Pathway Navigator to help navigate the individual and their family through career planning and identifying what is needed to achieve identified career goals. The other service is a Customized Employment Specialist to assist the individual in securing a job that is customized to their unique talents, skills, and interest that matches the needs of an employer.

Additionally, DDS is funding Association of Community Rehabilitation Educators (ACRE) and Certified Employment Support Professionals (CESP) customed employment training certification for vocational service providers. DDS is also establishing an employment satisfaction survey to monitor quality job placements that match individual preference, skills, and abilities to employer needs.

In addressing the needs of businesses and employers, DOR has created the Demand Side Employment Initiative<sup>10</sup> (DSEI). This initiative provides support to employers throughout the employment lifecycle and a marketing campaign to help employers learn

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<sup>&</sup>lt;sup>5</sup> SIP - CA Department of Rehabilitation

<sup>&</sup>lt;sup>6</sup> A New Pathway to a High School Diploma - Laws, Regulations, & Policies (CA Dept of Education)

<sup>&</sup>lt;sup>7</sup> Bill Text: CA SB639 | 2023-2024 | Regular Session | Amended | LegiScan

<sup>&</sup>lt;sup>8</sup> SB 639 Annual report (ca.gov)

<sup>&</sup>lt;sup>9</sup> Employment - CA Department of Developmental Services: CA Department of Developmental Services

<sup>&</sup>lt;sup>10</sup> DSEI - CA Department of Rehabilitation

about the benefits of disability inclusive hiring. Further efforts in developing Business to Business support and consultation through Business Advisory Committees brings employers together to discuss and refine disability inclusion practices from recruitment through retention and advancement. Two of these committees are bringing employers together to share data, trends, and resources in California.

California is in its second year of participation in the Office of Disability Employment Policy's National Expansion of Employment Opportunities Network (NEON) grant, which provides technical assistance/consultation by national Subject Matter Experts (SME) in Employment First policy development and implementation<sup>11</sup>. Subject matter experts are consulting with DOR and DDS. These experts are sharing examples of best practices in values-based purchasing in customized employment pilot design, important data collection elements, and identification of payment structures that ensure people who have more significant support needs are served successfully. Subject matter experts are also helping to educate supported employment professionals through best practice job development strategies that ensure strong job matches and highlight the business bottom line benefits of inclusive hiring. Job retention supports and job coaching skills are also being taught to service providers via the systematic instruction model. Efforts to strengthen the knowledge and skills of professionals working with people with disabilities are also represented in new resources like the Workforce Best Practice for People with Disabilities Toolkit 12. This toolkit, created by the California Committee on Employment of People who have Disabilities (CCEPD), helps America's Job Centers identify best practice examples and understand how to better serve people who have disabilities.

## Need for Continued Focus on CIE

Despite this progress, employment placement numbers vary significantly throughout California. Late introduction of employment exploration in some schools, lack of experience in best practice models like customized employment, low employment services rates for providers, and other challenges have negatively impacted CIE outcomes in California. Additional employer and workforce development awareness and capacity building for CIE participation is needed.

Though the policy states CIE shall be given the highest priority among working age individuals, this work requires multiple entities to support the introduction of CIE to such individuals. Historic efforts to track progress, coordinate across systems, and successfully implement Employment First policy by the Employment First Committee and others reveal multilayered challenges. In particular, data collection and analysis are essential elements of change management. DDS provides data for the SCDD data dashboard, but a time lag in release means it is not up to date <sup>13</sup>. Challenges in crossagency data sharing have also impeded efforts to understand the broader landscape of employment services and outcomes over time for Californians. As discussed in a 2023 SB 639 implementation report regarding DDS data collection, "barriers to data collection

<sup>&</sup>lt;sup>11</sup> SB639 – CA NEON | SCDD

<sup>12</sup> Workforce Best Practices Toolkit (usgovcloudapi.net)

<sup>&</sup>lt;sup>13</sup> State of California Developmental Disabilities System Employment Data Dashboard | SCDD

include a) departments collect varying sets of data, b) the data was never collected before, and a new process needs to be created, c) the data cannot be collected due to existing individual privacy rights laws, or d) the data is in the early stages of collection and is not yet available for reporting". 14

In an effort to address some of the above challenges, in July of 2024, the California Health and Human Services Agency shall establish the Employment First Office, which will coordinate policy, data collection, and strategic planning to reduce redundancy and ensure access and equity in employment services for people who have intellectual and developmental disabilities <sup>15</sup>. The EFC is extremely pleased about the creation of the EFO, which will be a much-needed permanent home for cross-agency efforts and oversight. We are also very optimistic that the newly forming Master Plan for Developmental Disabilities <sup>16</sup> will build upon the insights learned to help develop and enact a powerful and cohesive statewide strategy.

As the EFO is established, the EFC in its current form will be inoperative as of July 1, 2024<sup>17</sup> and the EFO shall form a new Committee as part of its mission. The Employment First Committee is eager to join the new Employment First Office in driving Employment First Policy implementation. To aid with a seamless transition, the below specific recommendations and suggestions toward the continued advancement of meaningful and gainful employment for people with disabilities are offered to the newly established Employment First Office. The recommendations were informed and developed by the current Employment First Committee members' expertise and lived experience.

# Recommendations to Advance Competitive Integrated Employment in California

Collect meaningful data that can inform decision-making.

When examining the continued low employment rate of people with developmental and intellectual disabilities, there is a common tendency to focus on the fact that employers may not appreciate the skills and abilities of workers with disabilities and the concerns that families may have about the impact of earnings on Social Security and other benefits. While these issues clearly have an impact, it is equally important to examine and increase the effectiveness of the services and systems currently in place to assist people with developmental and intellectual disabilities to obtain competitive and integrated employment.

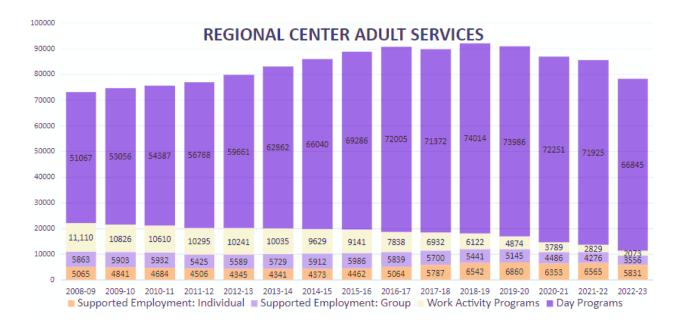
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<sup>&</sup>lt;sup>14</sup> SB 639 Annual report (ca.gov)

<sup>&</sup>lt;sup>15</sup> Section 28 WIC 4868.5.

<sup>16</sup> https://www.chhs.ca.gov/home/master-plan-for-developmental-services/

<sup>&</sup>lt;sup>17</sup> Section 26 WIC 4868 (f)



The continued mismatch of service orientation is a striking factor in employment rates for people with developmental and intellectual disabilities. Information is needed to examine the causes of continued high rate of referrals to non-employment day program service, which appears to be misaligned with California's Employment First. The following data indicators would produce actionable insights toward increased access to employment-focused services supporting CIE.

- At what age individuals and families are directed to CIE and offered employment services.
- In what context and by whom are individuals and families directed to CIE and offered employment services.
- Length of time between referral/interest in employment services to initiation of services.
- Length of time to achieving competitive integrated employment once receiving employment services.

For each of the above indicators, it is important to also determine whether there are systematic disparities for specific demographic groups or diagnostic groups to uncover inequities and inform priorities.

In addition to realigning our service model to the Employment First mandate, our system would benefit from data that identifies and incentivizes effective employment practices. Currently, it is difficult to know which supported employment agencies are providing quality evidence-based services. Furthermore, known evidence-based strategies, such as face-to-face job development, are not incentivized within the current funding structure. The following data collection practices are recommended to address these concerns:

- Conduct research to identify predictors of and practices associated with successful employment outcomes.
- Require ongoing data collection and reporting on structure and practices used by employment service agencies.
- Require ongoing data collection and reporting of key outcomes by employment service agencies.
- Align investments and vendorization with outcome-driven, evidence-based employment practices.

## <u>Increase equity within the employment service systems.</u>

Service systems must continually work to promote equity. In California, inequities can be perpetuated within systems when patterns of information sharing, funding, process, and service availability vary by counselor/coordinator, office, or region. For example, even when connected to a Regional Center or the Department of Rehabilitation, many families are not aware of the types of employment services that exist or that they could access those services. As another example, supported employment providers have reported that service codes and policies are applied differently by various regional centers, allowing services in some regions to work more effectively. Recommendations to address increase equity within the employment service systems include:

- List employment services clearly as an available service on agency websites; delineate what employment services may include.
- Ensure regional center service coordinators discuss employment with all families as they prepare to transition into adult services.
- Ensure all regional centers are applying all appropriate funding codes and creating policies allowing supported employment agencies to provide effective outcomes.
- Standardize process and paperwork for vendors throughout the state.
- Introduce tiered payments that incentivize employment service agencies to serve people with higher needs (e.g., greater payment based on support needs).

## Invest in workforce development and retention efforts.

Finally, there is clear evidence that employment services have difficulty attracting and retaining qualified staff for the skilled work of assisting people with developmental and intellectual disabilities find and be successful in their employment journey. To address these issues, it is recommended that Employment First Office further the following solutions:

- Create professional career pathways for service providers with certifications, training, and degrees that are associated with enhanced wages.
- Advocate for increased federal and state investment into employment services to enable broad increases in service reimbursement rates.

### Strengthen collaboration among key partners.

The CIE Blueprint represented a statewide interagency effort between the California Department of Education, Department of Rehabilitation, and Department of Developmental Services to increase employment for Californians with I/DD. The Blueprint was centered on goals to 1) improve collaboration and coordination between the three departments, 2) increase opportunities for individuals to prepare for and participate in the California workforce development system and achieve CIE within existing resources, and 3) support the ability of individuals with I/DD to make informed choices and adequately prepare for, transition to, and engage in CIE.

Blueprint implementation began in May 2017 and officially ended in June 2022. While the five-year period is over, the three Departments are committed to improving the choices and lives of those with I/DD – especially as they strive for and achieve CIE. The CIE Blueprint leadership team continues to meet to discuss strategies to improve employment outcomes beyond year five. The Blueprint fostered many successes and advances; however, a multi-agency data sharing agreement was one of the unrealized goals of the CIE Blueprint, due to lack of legal authority for the CDE, DOR, and DDS to share educational and employment data related to individuals with disabilities. Achieving this goal of a multi-agency data sharing agreement could improve efforts to conduct data analysis, increase collaboration at the state and local-level, and support data-informed decision making.

We are extremely pleased about the creation of the Employment First Office which will be a much-needed permanent home for these cross-agency efforts. We are also very optimistic that the Master Plan for Developmental Disabilities will build upon the insights learned through the CIE Blueprint process to help develop and enact a powerful and cohesive statewide strategy. Recommendations to maintain and strengthen collaboration among key partners include:

- Support the continued cross-agency collaboration and communication between CDE, DOR, and DDS, potentially through a renewed and revisited iteration of the Blueprint plan.
- Advocate and problem-solve to achieve data-sharing systems across agencies to allow for a more accurate understanding of the population served, services received, pathways, and outcomes.
- Explore legislative pathways to ensure continued collaboration and data sharing between Blueprint partners.
- Pursue creation of an engaging, accessible, and unified system (such as an app) across agencies, empowering individuals with I/DD and their families with access to their own files, plans, contacts, and information in a centralized format.

### Actively engage businesses to support achieving Employment First goals.

Business remains an essential—and at times under-utilized—partner in the conversation of how best to improve employment outcomes for individuals with disabilities. As such, it is recommended that the EFO takes an invigorated approach to engaging business, with the following recommendations:

- Have business/industry partners present at and participate in key conversations with the EFO and partner agencies.
- Utilize up-to-date labor data to determine a needs analysis to identify the training, tools, and ongoing support necessary for business and employee success.
- Develop and disseminate trainings, tools, and systems of support for businesses, informed by data.
- Engage businesses and industry partners in the process of training development and delivery.
- Engage businesses and industry partners to showcase the benefits of inclusive employment practices and universal design, as well as to share national and state-wide success stories.
- Provide businesses with contact information for and a way to connect with agencies and institutions that can provide company-wide training, assistive technology, job coaching, and other supports for people with disabilities in their workplaces. These may include the Department of Rehabilitation, regional centers, disability rights organizations, independent living agencies, and colleges that have programs and services for people with I/DD. These resources may increase comfort in and openness to hiring people with I/DD.

# <u>Support successful transitions and remove barriers to competitive</u> integrated employment.

Local Partnership Agreements (LPAs) remain the key collaborative infrastructure that was promoted and expanded upon through the CIE Blueprint. LPAs regularly convene key community entities, including local educational agencies (LEAs), DOR district offices, and regional centers, and other community partners, such as postsecondary education programs, to streamline service delivery, engage their communities, and increase CIE opportunities to individuals with I/DD

The results of the CIE Blueprint indicate that these unique community partnerships were able to advance access to and awareness of community resources, connecting students, families, and communities to their local agency partners for improved local employment opportunities and outcomes. LPAs are one effective strategy for improving seamless and successful transitions from high school to adulthood due to strengthened connections between local school districts and other entities that can support students both while in high school and after, such as postsecondary institutions, community organization, and DOR. Unfortunately, with the completion of the CIE Blueprint, LPAs are no longer mandated to meet – though it is highly encouraged by CDE, DDS and DOR. The following recommendations are suggested to maintain and strengthen this work:

 Pursue avenues to maintain and expand LPAs, including potential legislative options to require continued partnership and for more LPAs be developed throughout the state.

- Support increased employment opportunities in high school settings given data showing it is one of the most powerful indicators of post high school CIE success.
- Promote investment into developing postsecondary education programs, supports, and capacity to serve and prepare students with I/DD for gainful employment.

In addition, with the passage of SB 639 and the end of subminimum wages (SMW) scheduled to go into effect January 1, 2025, DDS has identified the individuals currently earning SMW served by regional centers. In addition to people currently in SMW settings who will be transitioned, there will continue to be adults with more significant support needs exiting the high school system each year who would have previously entered SMW settings. It is essential that with the phase out of SMW settings next year, that attention is paid so these individuals and families are well supported, not forgotten. The following recommendations pertain to how the EFO can support California's successful transition from SMW:

- Collect data that shows how many people are making minimum wage or above as compared to SMW.
- Collect data regarding transition outcomes of individuals currently in SMW settings.
- Gather information about the experiences and perspectives of individuals with significant support needs and their families, including those who are transitioning from SMW settings.
- Problem-solve barriers and challenges to successful transition to CIE for individuals with significant support needs.

Finally, one of the constant barriers to achieving employment, as reported by individuals with I/DD, is a lack of transportation options. This is caused by a variety of factors, including transportation providers only in operation during specific business hours, long windows of waiting periods between pick up and drop off, and rideshare companies lacking accessible vehicles. It is recommended that the EFO advocate for solutions to transportation barriers to employment, including:

- Increase investment in options and availability for mobility training.
- Advocate for increasing public transit infrastructure and improved reliability of paratransit.
- Collaborate to clarify guidelines for agency partners or vendors to pay for taxis, rideshares such as Uber and Lyft, and mileage reimbursement.

## Spread awareness of employment for people with disabilities.

The Employment First Committee recommends a coordinated campaign of social media and online tools to better inform the public about employment for people with disabilities. Given gaps in knowledge, it is essential to increase family knowledge about their rights and options for employment services for Californians with disabilities. All outreach efforts must be intentional to find ways to connect with and tailor outreach

efforts to culturally and language distinct communities. It is also essential that inclusive companies and products are showcased to enable public support through business, dollars, and foot traffic. One advantage to hiring people with disabilities is the fact that it has the power to bring in business. People with disabilities make up a significant market share with large purchasing power<sup>18</sup>, as do the people who are professionally and personally connected to people with disabilities, who are apt to support inclusive companies. Coordinated efforts to harness this power has the potential to create a domino effect that encourages other businesses to hire people with disabilities as well as incentivize greater business investment and involvement toward achieving CIE for all. See below for specific recommendations related to spreading information and awareness:

- Develop a unified social media presence related to Employment First to allow easy and centralized access to relevant information.
- Identify a coordinated plan of dissemination of effective pre-existing resources, such as the CIE Road Map, to reach of greater numbers of families<sup>19</sup>.
- Recruit local and diverse ambassadors to help with outreach in their own communities, so people can better relate to success stories of people who share a similar background.
- Recruit employers of people with disabilities to share the ease and benefits of their hiring practices to encourage wider spread adoption.
- Publicly recognize businesses and create a database of employers that are implementing inclusive practices and hiring people with disabilities to encourage others to support those businesses.

Concerns about the impact of employment on disability benefits continues to emerge as a huge barrier to CIE. Many individuals and families fear that if a beneficiary tries to work, they will automatically lose their benefits. Then, if the work is not sustainable, they will have a hard time reinstating disability benefits. However, Supplemental Security Income (SSI) is designed to assist people experiencing poverty. Therefore, remaining on SSI will keep an individual in poverty when they could be gainfully and meaningfully employed. Furthermore, there are many work incentives built into the program which allow individuals to work a certain number of hours before losing all benefits and make it easier to reenroll, if needed, if they cannot continue working.

One critical resource for sharing information about disability benefits and employment is DB101<sup>20</sup>. DB101 was first created in California to address the misinformation and fears among people with disabilities about employment and managing their benefits. Launched in 2004, the creation of the online portal has been a public-private creation between the World Institute of Disability (WID), grants from the California Endowment, start-up and research and design grants from the DOR, and funds from the Disability Employment Initiative from the Employment Development Department (EDD). Although

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 $<sup>\</sup>frac{18}{https://www.air.org/sites/default/files/2022-03/Hidden-Market-Spending-Power-of-People-with-Disabilities-April-2018.pdf}$ 

<sup>19</sup> https://www.chhs.ca.gov/home/cie/

<sup>&</sup>lt;sup>20</sup> https://ca.db101.org/

WID continues to maintain the tool through philanthropic funding, the State of California currently does not pay for the ongoing maintenance and operation costs. Currently, DB101 is funded for 2024 but does not have funding beyond this year. Nevertheless, because it is such a valuable program, DB101 is now available in 11 states and WID is developing DB101 in five more states. Other states fund DB101 through vocational rehabilitation programs, developmental services programs, health programs, or a combination of funding. The following recommendations relate to addressing these barriers:

- Combat misconceptions or concerns families may have about employment's impact on benefits through social media, advertisements, webinars, infographics, and other avenues.
- Secure continued funding for DB 101 through a commitment from one or more agencies in California.

# **Employment First Committee Structure and Function**

In addition to the above overview and recommendations on the state of Employment First in California, the Employment First Committee would like to share background and recommendations to enhance efficacy of the committee to be formed in the EFO.

By way of background, EFC has been a standing committee of the California State Council on Developmental Disabilities, created by statute in 2009. To date, EFC has held four (4) meetings per year to collect data from stakeholders, discuss issues in the employment process, and receive updates on what agencies are doing to improve CIE.

The EFC is responsible for identifying and promoting strategies to increase the number of people with I/DD engaging in competitive integrated employment. Specifically, the EFC is tasked with advancing CIE for People with I/DD by:

- i. Identifying the roles and responsibilities of state and local agencies to enhance employment for people with disabilities.
- ii. Employing strategies and best practices for increasing employment, which includes transition.
- iii. Identifying sources of employment data and recommended approaches for measuring progress.
- iv. Identifying demographic data that can be matched to employment outcomes.
- v. Recommending goals to measure employment participation and outcomes for various people with I/DD across service systems.

The EFC creates a venue to generate solutions and share updates on services and initiatives from Government Divisions and other stakeholders like people who have disabilities, family members, service providers, and Disability Rights California, California's Protection and Advocacy Agency. Each EFC member organization interacts with diverse community partners who share service access realities, ideas, innovations, and frustrations with Employment First efforts. These ideas are elevated and shared

through organized presentations and more casual community participation within the EFC.

Yearly, the EFC identifies innovations in employment services as well as barriers to employment and systems change for people who have intellectual and developmental disabilities. The EFC Annual Report also details new resources and policy changes and makes recommendations to overcome barriers.

In anticipation of the new iteration of the EFC under the Employment First Office, the committee spent time reflecting and gathering survey data from members on the committee's process, including identifying barriers and solutions to challenges faced in the committee process. See below for a summary of recommendations intended to enhance the potential effectiveness of the EFC to drive systems change and promote CIE for people with I/DD.

# Recommendations to Enhance Employment First Committee Structure and Function Restructure meeting schedule of the EFC

Historically, the EFC has conducted four meetings per year, with each meeting requiring a full day commitment from 10:30 am to ~3:30 pm with a lunch break. This has presented several challenges for committee members. First, longer meetings are challenging for committee members to attend in full, with many having to arrive late or leave early. Similarly, the infrequency of meetings leads to difficulties ensuring the time is consistently available in member's schedules. The longer length and associated significant amount of content/agenda items being presented may also lead to difficulties preparing, attending, and processing information in meetings. To increase the consistency of attendance and to allow increased engagement from the public and other stakeholders, we recommend more frequent meetings of shorter length. Alternatives such as monthly meetings of 1-2 hours may be considered.

We believe changes to the committee meeting schedule will not only increase attendance and engagement but may also enhance productivity. Specifically, by having more frequent meetings, the committee will be able to act more quickly on items that need committee approval or public comment. Additionally, more frequent meetings will reduce the need for members to remind themselves of committee issues of discussion and create a built-in structure for more frequent check-ins and deadlines toward completion of actions.

## Ensure voices of important stakeholders are heard and considered in EFC.

The EFO statute confirms the creation of a new EFC and specifies the inclusion of representatives of key partners, including CDE, DDS, DOR, and the three California University Centers for Excellence in Developmental Disabilities (UCEDD). To ensure voices of important voices are heard and considered, we recommend that the newly formed EFC include diverse stakeholders on the EFC or in the EFC processes, including:

- Adults with disabilities
- Family members/caregivers of people with disabilities
- Direct service providers
- Regional Center employees
- Postsecondary Education staff
- Employers
- People from cultural and language distinct communities

These stakeholders offer an invaluable perspective on the employment service system, barriers and facilitators of employment, and solutions to advance CIE. In the past, the EFC has struggled to recruit employers in particular, due to the commitments associated with the work. However, if the EFO were to implement our first recommendation of more frequent, shorter meetings, it is also possible that the meeting structure may be more feasible for these stakeholders to participate – as it would no longer requiring missing an almost full day of work or school several times per year. Alternatively, it also may be possible to explore creative forms of stakeholder participation outside of committee membership that further increase feasibility. For example, the EFC could identify a group of employers to serve as advisors that join specific, designated EFC meetings focused on relevant topics.

Additionally, to ensure inclusion of all members and the public in the EFC process, it is recommended that all materials and reports be in plain language with minimal jargon. It may help the committee to have dedicated staff support to ensuring accessibility and plain language standards. Annual reports would benefit from translation to other languages, including plain language.

## Engage EFC members more effectively to draw upon collective expertise.

EFC members each bring different experiences, perspectives, and knowledge to this work. It is essential that the committee is structured to maximize engagement with this expertise. The following recommendations are made to enhance this engagement:

- Clarify EFC member expectations, including any roles members are expected to fulfill during committee meetings (e.g., participation) and outside of committee meetings (e.g., report writing, working on initiatives).
- Provide training to EFC members on any relevant rules when joining the committee (e.g., Bagley Keene).
- Allow for EFC member feedback on legislative priorities to inform, guide, and educate legislative development.
- Provide agendas and proposals farther in advance.
- Present information on voting items one meeting prior to holding a vote to allow EFC members to think, ask questions, do research, and convene with their agencies to inform voting.
- Ensure EFC members are given clear assignments and adequate time to complete "out-of-meeting" tasks.

- Increase opportunities for collaboration among EFC members (e.g., group brainstorming, creative communication platforms, collaborative report-writing with a unified message rather than individuals writing one section only).
- Utilize e-calendar invites to ensure members are aware of future meeting dates.

# Convene EFC efforts and expertise to achieve specific initiatives rather than broad goals to move the needle.

In the years since EFC has been established within SCDD, there have been many recommendations that are repeated in multiple annual reports. The repetition suggests a need for more targeted attention and action toward making meaningful progress toward fulfilling goals outlined in the report. Starting in 2022, the EFC created a workgroup, composed of four members of the committee, intended to create SMART goals for committee actions. SMART goals are specific, measurable, achievable, relevant, and time-bound, and are an effective tool for transforming broad goals to action-oriented plans. The SMART workgroup has been effective in creating a membership nomination survey and welcome letter that outlined membership responsibilities toward expanding the committee to bring on additional representatives of diverse stakeholder groups. The implementation of these tools was paused with the passage of the EFO legislation. Although effective in some ways, the SMART workgroup often became responsible for not only generating SMART goals but also implementing them. This resulted in an uneven distribution of work and of contributing voices to workgroup tasks.

Looking forward, we recommend that SMART goals continue to be utilized to drive momentum and action. However, the new EFC under the EFO may want to consider developing SMART goals together as a full committee, then developing specific workgroups to work on and make progress toward those goals between committee meetings. In this way, different members would be able to volunteer to support different initiatives over time.

**JUNE 18, 2024** 

**AGENDA ITEM 11.** 

#### **ACTION ITEM**

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

## Review Updates to Councilmember Administrative Policies

The Administrative Committee met on May 30, 2024, to review and approve changes to the Councilmember Administrative Policies. Executive Committee members will be provided an overview of the policy changes and vote to approve the Administrative Committee's recommendation of changes to the following policies:

- 1-110 Councilmember Committee Staff Communication
- 1-115 Councilmember & Travel Coordinator Communications
- 1-120 Legal Consultation
- 1-140 Restrictions on Political Activities
- 1-240 Professional Conduct
- 1-420 Honorarium
- 1-430 Policy for Conference Attendance by Councilmembers
- 1-440 Travel and Expense Advances
- 1-450 Travel Planning and Reimbursement
- 1-460 Travel Out of State
- 1-510 Facilitation Attendant Services
- 1-630 Tablet Usage
- 1-640 Virtual Meetings Policy

# Attachment(s)

Policy Update PPT

Councilmember Administrative Policies Table of Contents Updated Councilmember Administrative Policies

# Handout(s)

May be handouts the day of the meeting.

#### **Action Recommended**

Approve the Administrative Committee's recommendation to update the Councilmember Administrative Policies.



# COUNCIL POLICY PROPOSED UPDATES FOR 2024

Staff Suggested Updates to Council Policies Brian Weisel – Legal Counsel

# **Reasons for Updates**

- Pandemic-related changes
- Evolution of Council/staff relationships
- Changes in statute
- Improved plain language
- Review is ongoing

# **Virtual Meeting Policy NEW**

- 2023 law made pandemic executive orders permanent
- Additional requirements:
  - SAs and FAs accommodations for "in person" counting
  - One member in person at each virtual meeting
  - Cameras on
  - Announce presence of other adults "in the room"

# **Updated Staff Responsibilities**

- Review roles of committee/council staff
  - Organized Flow of Work: Council -> ED -> Staff
- Review roles of attorney
- "There are more of us, and we do more"
- Recall redundant policy Councilmember Travel Staff Communications

## **Travel**

- Out-of-state travel
- Expenses updated to reflect budget
- Attendant/facilitation services get a raise
- Increase in meal and mileage reimbursement rates
- Reimbursement now available for tips
- Accepting digital receipts for travel expense claims

- Change in qualifying hours for honoraria payments
- SCDD staff will track virtual and in-person meeting attendance for honoraria payments
- Updated annual expenses available for Councilmember Conference attendance



## COUNCIL POLICY PROPOSED UPDATES 2024

Staff Recommendation:

Approve Updated Policies with Proposed Changes

## **California State Council on Developmental Disabilities**

## COUNCILMEMBER ADMINISTRATIVE POLICIES AND PROCEDURES

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State Council on Developmental Disabilities

Adopted by Council: February 12, 2019

Federal Law: YesNo State Law: YesNo

#### COUNCILMEMBER AND COMMITTEE STAFF COMMUNICATIONS

SCDD Policy #1-110

#### **Purpose:**

To clarify the lines of communication between and among Councilmembers and Committee staff.

## **Authority/Reference:**

42 USC 15025, Sec(c)(9); Welfare and Institutions Code 4552N/A.

## **Applies To:**

Councilmembers and Committee Staff

#### **POLICY**

## **Policy Statement**

In an effort to clarify lines of communication between and among Councilmembers and Committee staff, the following instructions pertain to routine situations that regularly occur during the working relationships between members and these staff. It is the intent of this policy to foster positive working relationships between Councilmembers and Committee staff. It is the intent of this policy to preserve positive relationships between Council staff and public and private agencies and organizations with which the Council conducts business. This policy does not preclude Council staff from communicating as necessary with any agency or organization.

#### **Procedure**

On matters concerning specific committee business, it is the responsibility of the committee Chairs to field ideas, suggestions, thoughts, questions, concerns, and requests that pertain to an ongoing function or standard business of a committee from Councilmembers. It is the committee Chair's and staff responsibility to interact with each other. Communication between the chair and Committee staff is the responsibility of both parties. Committee members should not individually instruct committee staff about a proposed issue, but instead utilize request that

the Committee Chair to-communicate the issue with Committee staff. This enables the Committee Chair to be knowledgeable of his/her members' thoughts, manages the flow of committee communication to the staff member, and allows the Committee Chair to be responsible to articulate the position of the committee to Councilmembers.

Councilmembers' specific requests of staff to provide ideas, thoughts, information, research, or personal assistance that are not task oriented to specific committee work or travel should be directed to the Executive Director to enable <a href="https://hier.chem">him/herthem</a> to operate with full knowledge of issues pertinent to the Council and to manage staff assignments. The general rule is for Councilmembers to communicate with committee staff via office phone or email. Councilmembers may not always be available during normal business hours and should expect committee staff to respond during normal business hours. Committee staff is responsible for confirming attendance for committee meetings and follow up if they have not received a response from the Councilmembers before the posting date.

If issues should arise, Committee staff should direct concerns about Councilmembers to the Executive Director. Councilmembers should direct their concerns about Committee staff to the Executive Director and Chair of the Council.

In the case of extended absence, Committee staff should inform the Committee Chair. If the Committee Chair will be unavailable for more than two days, the Committee staff should be informed. If the Committee staff will be unavailable for more than two days, the Committee Chair should be informed.

Also, it is the intent of this policy to preserve positive relationships between Council staff and public and private agencies and organizations with which the Council conducts business.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities Adopted by Council: February 12, 2019

Federal Law: No State Law: No

#### COUNCILMEMBER AND TRAVEL COORDINATOR COMMUNICATIONS

#### **Purpose:**

To clarify the lines of communication between and among Councilmembers and travel staff.

## **Authority/Reference:**

N/A.

## **Applies To:**

Councilmembers and staff responsible for coordinating their travel (Travel Coordinators)

#### **POLICY**

## **Policy Statement**

In an effort to clarify lines of communication between and among Councilmembers and staff responsible for coordinating their travel (Travel Coordinators), the following instructions pertain to routine situations that regularly occur during the working relationships between members and these staff. It is the intent of this policy to foster positive working relationships between Councilmembers and Travel Coordinators and also allow for open and spontaneous interactions as well as effective, appropriate and timely communications flow. This policy does not preclude Council staff from communicating as necessary with any agency or organization.

#### **Procedure**

On matters concerning travel, Council and Committee members may communicate with the Travel Coordinator via phone or email at <a href="mailto:TravelClaims@scdd.ca.gov">TravelClaims@scdd.ca.gov</a>. After hours on a travel day, Councilmembers and Committee members may contact the Executive Director if an emergency arises, or there are travel issues. If the Executive Director is unavailable, the Deputy

Director of Administration Manager of HQ Business Operations and Committee Support may be contacted.

Councilmembers' specific requests of staff to provide ideas, thoughts, information, research, personal assistance that are not task oriented to specific committee work or travel should be directed to the Executive Director to enable him/her to operate with full knowledge of issues pertinent to the Council and to manage staff assignments. The general rule is for Councilmembers to communicate with the Travel Coordinator via office phone or email. Councilmembers may not always be available during normal business hours and should expect the Travel Coordinator to respond during normal business hours.

If issues should arise, the Travel Coordinator should direct concerns about Councilmembers to the Executive Director. Councilmembers should direct concerns regarding the Travel Coordinator to the Executive Director and Chair of the Council.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities Adopted by Council: February 12, 2019

Federal Law: No State Law: No

#### **LEGAL CONSULTATION**

#### Purpose:

To provide Councilmembers with the scope of legal consultation they can seek and review from the Legal Counsel.

## **Authority/Reference:**

State Bar of California Rules of Professional Conduct, Rule 1.13 Welfare & Institutions Code §§ 4551, 4552 42 U.S.C. § 15025

## **Applies To:**

Councilmembers

#### **POLICY**

## **Policy Statement**

Councilmember requests for legal consultation from the State Council on Developmental Disabilities' (SCDD) staff Legal Counsel should pertain to Council business, not personal issues, and be directed to and approved by the Executive Director except for requests for legal consultation related to a conflict of interest or improper conduct by the Executive Director. Legal consultation includes a request to interpret state and federal law and its applicability to specific facts.

The Legal Counsel is a State civil service employee that works under the direction of the Executive Director and provides legal opinions, legal consultation and/or legal documents to SCDD executive management and to the Council through the SCDD Executive Director. This reporting relationship ensures that the Executive Director has knowledge of the issues pertinent to the Council and to manage the workload of the Legal Counsel. Generally, requests for legal advice should flow from Councilmember to the Executive Director, to Legal Counsel - to stay up to date on workflow capacity, current legal issues, and staff chain-of-command. Exceptions for minor consultations on routine questions may

arise outside the normal workflow procedure as determined appropriate by the Executive Director and Legal Counsel.

It is the intent of this policy to foster positive working relationships between Councilmembers, Executive Management, and the Legal Counsel. Also, it is the intent of this policy to preserve positive relationships between Council staff and public and private agencies and organizations with which the Council conducts business. This policy does not preclude Council staff from communicating as necessary with any agency or organization. The Legal Counsel sits in a unique position. The primary client is the Council itself together with the department, not any one Council member or Chairperson, or even the Executive Director or executive management. Should any of these interests' conflict, Legal Counsel must exercise their best professional judgement, in accordance with the State Bar of California Rules of Professional Conduct and any applicable law, about issues which they feel require Council attention.

#### **Procedure**

A Councilmember or the Council as a whole can request legal consultation. Requests for legal consultation shall be presented to the Executive Director. The Executive Director will discuss each request with the Legal Counsel, and they will mutually agree upon a completion date based on the Legal Counsel's workload and SCDD priorities. The Executive Director shall communicate the completion date with the requesting Councilmember(s). The Executive Director and Legal Counsel shall review and discuss all legal opinions, legal consultation and/or other legal documents prepared by the Legal Counsel prior to sharing with the Councilmembers.

In the event the Executive Director and Legal Counsel are unable to agree on the legal recommendation, legal consultation and/or other legal documents prepared by the Legal Counsel, and the Legal Counsel feels in their professional judgment there is an issue that needs to be brought to the Council, the Legal Counsel and Executive Director shall provide the Executive Committee a written summary detailing the request and their respective positions on the matter for discussion and resolution in an Executive Committee meeting.

This policy does not preclude Legal Counsel or other staff or Councilmembers who believe they have been sexually harassed or subjected to discrimination or other unprofessional conduct by the Executive Director from reporting the potential policy violation directly to the Designated State Agency EEOC Office

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities Adopted by Council: February 12, 2019

Federal Law: Yes State Law: Yes

#### **RESTRICTIONS ON POLITICAL ACTIVITIES**

#### Purpose:

To provide policy to Councilmembers and employees regarding the restrictions on political activities.

## **Authority/Reference:**

United States Code Title 5, § 1501 – 1508 Government Code §§ 8314, 82015, 82025 2 CCR 18215, 18420.1 Penal Code § 424

## **Applies To:**

Councilmembers and staff

#### **POLICY**

## **Policy Statement**

This policy addresses restrictions regarding Councilmembers and employees of the State Council on Developmental Disabilities (SCDD) engaging in political activities. State appointees and employees, like all citizens, have a constitutional right to participate in political activities, attend fund raisers, and other activities, asso long as the political activity does not involve an improper use of state or federal resources and are not conducted on state paid time. For the protection of the integrity of California State service and the effective use of federal grants, SCDD Councilmembers and employees must adhere to federal and state law prohibiting certain political activities during working hours or while otherwise performing duties on behalf of SCDD. Additionally, Councilmembers and employees shall not endorse candidates for federal, state, or local office in their official SCDD capacity. State law forbids the use of any public resources to campaign for or against ballot initiatives or candidates. State resources can only be used for authorized official purposes.

This policy provides guidelines to follow in order to adhere to the law and avoid the appearance of impropriety. It is important that everyone understand the rules against using federal and state resources for campaign activities because violations can result in civil or criminal penalties.

#### THE GENERAL STATE RULE

The general rule is that elected state officers, as well as state appointees, employees, and consultants, are prohibited from using public funds and resources for campaign activities (Gov. Code § 8314; see also Penal Code § 424).

"Campaign activity" means an activity having a political purpose. (See Gov.t Code § 8314 (b)(2)). In most instances an activity will be for a political purpose if it is for the purpose of influencing or attempting to influence the action of the voters for or against the nomination or election of a candidate or candidates, or the qualification or passage of any ballot measure during a local, state or federal election. (See Gov. Code §§ 8314, 82015 and 82025; 2 CCR 18215(a)(1).)

Violations of this rule usually fall into two categories.

- 1. Use of State Compensated Time: You may not participate in campaign activities on state-compensated time. This means you cannot make campaign-related phone calls, draft campaign-related emails or letters, or attend campaign-related meetings on state-compensated time.<sup>1</sup>
- Use of State Resources: You may not use state resources in connection with campaign activities. State resources include, but are not limited to, office space, office supplies, state vehicles, and office equipment, including telephones, computers, copying machines, and other items of this nature.

<sup>&</sup>lt;sup>1</sup> "Campaign activity' does **not** include the incidental and minimal use of public resources, including the referral of unsolicited political mail, telephone calls, and visitors to private political entities." (Gov. Code, § 8314 (b)(2), emphasis added.)

#### APPLICATION OF THE GENERAL RULE TO COMMON SITUATIONS

The following guidelines address some common situations that might present themselves.

## 1. State Computers, Telephones, E-mail, and Fax Machines

Persons covered by the general rule cannot use state resources, including computers, social media accounts, telephones, fax machines, or e-mail, to communicate with any political campaign. Although there may be a situation where an individual must communicate with a campaign as part of their state duties, such as to confirm the schedule of an official, this situation will be rare.

#### 2. Travel

Persons covered by the general rule cannot be reimbursed by the state for travel related to campaign activities. Travel for state business should not be scheduled to facilitate participation in campaign activity.

## 3. State Stationery and Letterhead

State stationery and letterhead cannot be used for campaign-related correspondence. Additionally, persons covered by the general rule cannot prepare any campaign correspondence while they are on state-compensated time.

## 4. State Office Space

Meetings on campaign-related matters cannot be held in state-owned or leased office facilities. This applies even to meetings held outside normal working hours.

## 5. Campaign Contributions

It is unlawful to receive campaign contributions in the State Capitol, in any state office building, or in any office for which the State pays the majority of the rent (Gov. Code § 84309). If a campaign contribution is mistakenly sent to a state office, it should be returned to the sender and not forwarded to the campaign. The sender may be informed of the proper address to send the contribution.

## 6. Campaign Activities During Vacation or Leave Time

Outside normal working hours (including during lunch, at night, or on weekends and holidays), persons covered by the general rule may engage in campaign activities, so long as persons covered by the general rule do not use state resources to do so. Using state resources would include the planning and arranging for such a meeting on state-compensated time or with state-compensated staff.

Unless prohibited by another law (such as the Hatch Act discussed below), a person covered by these rules who wishes to engage in campaign activity, other than incidental and minimal campaign activity, may engage in campaign activity outside normal working hours or must take vacation or other applicable leave time. A good practice is to keep a written record that vacation or leave time was used.

#### 7. Endorsement of Candidate or Ballot Measure

Persons covered by the general rule, in his or her official capacity, may not endorse a candidate or a ballot measure. This applies even if the employee is not at work. This restriction does not prohibit an employee from endorsing a candidate or a ballot measure provided he or she does so in his or her individual capacity. Thus, if a Councilmember or employee decides to endorse a candidate or ballot measure in a public setting, such as a newspaper, social media or in a verbal or written correspondence, SCDD must not be referenced in any manner, nor can the Councilmember or employee utilize SCDD letterhead or the SCDD logo. Engaging in unauthorized political activities violates both state and federal law and may result in disciplinary or other legal action.

#### USING PUBLIC RESOURCES FOR INITIATIVES

Despite the general prohibitions discussed above, state resources can be used to develop initiative proposals, and state resources may also be spent to provide information about the likely impact of a proposed initiative on a state agency or program. Decisions about the use of SCDD funds for ballot initiative (ballot measure) involvement may only be made by the Council and will be implemented by the Executive Director who will provide staff with clear direction on specific tasks. A Councilmember involved with Council work involving a ballot initiative must make sure to comply with the "Council Member Policy for Representation at Outside Events" in addition to the rules provided by this policy.

Please note that, while public resources can be used to educate and inform the public about an initiative, public resources can never be used for campaign activities that advocate for the passage or defeat of an initiative. (See Gov. Code § 8314 and *Stanson v. Mott* (1976) 17 Cal.3d 206.)

The critical, but sometimes unclear, distinction is between informational activities, which are permissible, and expenditures for campaign or advocacy activities, which are not. Informational activities are done in a balanced, non-partisan informational manner where all candidates have an equal opportunity to participate and information is given without taking a position on a candidate or ballot proposition.

The line between improper campaign activities and proper informational activities is not always a bright one. Persons covered by the general rule should err on the side of caution. SCDD Legal Counsel is available on these issues as they arise.

## THE FEDERAL LAW

The federal law, commonly referred to as the Hatch Act (5 U.S.C. Sec. 1501 etseq.), places restrictions on all state employees whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency. Those employees, who meet these criteria, are prohibited from:

- Using his/her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; and
- If the employee's salary is paid completely, directly or indirectly, by loans or grants made by the United States or a federal agency, being a candidate for partisan elective office.

(5 USC 1502; see also 5 USC 1503.)

Please note that an employee's violation of the Hatch Act need not be a knowing and willful violation. In fact, in determining whether a violation has occurred, the courts simply examine the activity and whether the particular employee in question is covered under the Act. Because an employee may be removed from office (or penalties imposed on a department) as a result of a violation, the employee must notify his/her supervisor of the activity or prospective activity as soon as possible.

If an employee covered by the general rule is considering any political activities, the employee first should check with the Legal Office regarding activities prohibited by the California Government Code or an applicable collective bargaining agreement. Infractions in any of these areas could result in actions ranging from an informal reprimand to dismissal.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy

State Council on Developmental Disabilities

Adopted by Council: N/A

Federal Law: No State Law: Yes

#### **PROFESSIONAL CONDUCT**

SCDD Policy #1-240

Revised: May 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. This includes acts of bullying and/or mobbing. 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. Councilmembers, volunteer advisory committee members, and employees shall conduct themselves using the principles of honesty, integrity, fairness, and good faith.

Each individual 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 2024

State Council on Developmental Disabilities SCDD Policy #1-420

Adopted by Council: February 4, 2011 Revised: February 12, 2019 May 23, 2024

Federal Law: No State Law: Yes

#### **HONORARIA**

#### Purpose:

To inform Councilmembers of the procedures for requesting and receiving honoraria payments for Council business.

## **Authority/Reference:**

Welfare and Institutions Code §4550

#### **Applies To:**

Councilmembers

#### **POLICY**

## **Policy Statement**

Pursuant to Welfare and Institutions Code §4550, each Councilmember is entitled to receive the sum of one hundred dollars (\$100.00) for each full day of work performed directly related to Council business, not to exceed fifty (50) days in any fiscal year.

The following honoraria procedures ensure a best practices approach that substantiates the appropriate use of public funds.

#### **Procedure**

The process to submit a request for payment of honoraria is:

1. <u>Qualifying event</u> – An event qualifies for honoraria if one of the following applies: a) the Council has been asked to participate in the event, and the member has been appointed as the Council representative by the Council Chairperson; or b) the Chairperson or Executive Director requests a member's participation in an event. A voluntary event does not qualify for honorarium.

- 2. <u>Prior Authorization</u> Members shall obtain prior authorization from the Executive Director before attending a qualifying event. If the Executive Director does not authorize the request, the member may seek approval from the Council Chairperson. The Council Chairperson has the discretion to approve the member's request after consulting with the Executive Director if he or she determines that the member's participation in the qualifying event is in the best interest of the Council.
- 3. <u>Qualifying Participation</u> In order to be considered qualifying participation, the member must be participating in the event representing the Council in their role as a Council member. This **shall not** include events where the member participates in a different role.
- 4. **Qualifying Time Period** In order to be considered a full day, participation (including travel time) must be <u>at least six-four (46)</u> hours. In the instance participation is less than <u>46</u> hours, the hours may be cumulative in nature. For example: if during a calendar day a member participated in <u>one threea one (13)</u> hour event and another that was <u>four-three (34)</u> hours, the two events combined would qualify as a full day. Another example could be that a member participated in <u>fourthree (43)</u> events at <u>two-one (12)</u> hours each over multiple calendar days. In that instance, the combined events would total <u>six-four (46)</u> hours. In no instance shall more than one honorarium be paid per calendar day. SCDD will track members' participation hours toward a full day.
- 5. <u>Honoraria TrackingClaim Form</u> After the event concludes, the member must complete the Honoraria Claim Form and provide all requested information. It is requested that claim forms be submitted no later than thirty (30) days after the event. <u>SCDD staff will record Councilmember</u> attendance at qualifying virtual events and in-person events.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities SCDD Policy #1-430

Adopted by Council: December 4, 2012 Revised: February 12, 2019 May 17, 2024

Federal Law: No State Law: No

#### POLICY FOR CONFERENCE ATTENDANCE BY COUNCILMEMBERS

#### **Purpose:**

To provide the policy under which self-advocate and family advocate Councilmembers may apply to attend relevant conferences with costs underwritten by the Council.

## Authority/Reference:

Council adoption on December 4, 2012

## **Applies To:**

Self-advocate and family advocate members of the Council.

#### **POLICY**

## **Policy Statement**

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 aim and to better carry out their responsibilities on the Council, Councilmembers may apply to attend a relevant conference with costs underwritten by the Council. The Council will pay for conference registration fees, travel, hotel, and per diem. Under this policy, the Council will not pay for honorarium. In no event shall the total funds expended for Councilmember attendance at conferences exceed \$30,000 \$20,000 in a fiscal year.

This policy applies only to self-advocate and family advocate members of the Council. All other Councilmembers are ineligible to receive Council funds for conferences.

Councilmembers are eligible to attend one conference per state fiscal year if the Chair, as advised by the Executive Director, determines that sufficient funds exist. Councilmembers may only attend conferences in California under this

policy. If a Councilmember desires to attend more than one conference in a fiscal year, he or she may request approval from the Executive Committee.

Councilmembers who attend conferences shall prepare a report for the Council summarizing the information that was provided during the conference so it can be shared with the other Councilmembers.

#### **Procedure**

Councilmembers who wish to attend a conference shall **submit a "Conference Attendance Expense Payment Request" form to** the Chair of the Council and the Executive Director to the extent possible at least 30 days prior to the scheduled event, and provide the following information:

- 1. Conference title, subject matter, content information, benefit and alignment with State Plan
- 2. Cost of conference and estimated associated travel costs
- 3. Date and location of event
- Other anticipated costs including accommodation and support costs, if indicated

The Chair approves Councilmember requests. The Executive Director approves Chair requests. In the event of a disagreement between the Chair and the Councilmember requesting payment of conference costs, the matter may be referred to the Executive Committee for resolution.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities Adopted by Council: February 12, 2019

Federal Law: No State Law: Yes

#### TRAVEL AND EXPENSE ADVANCES

#### **Purpose:**

To provide guidance to Councilmembers for travel and expense advances.

## **Authority/Reference:**

**SAM Manual** 

#### **Applies To:**

Council and SSAN Members

#### **POLICY**

## **Policy Statement**

Section 8116.2 of the SAM Manual states that SCDD may issue a revolving fund check as an advance for anticipated travel expenses to designated low-income advisory board or committee members. This policy enables members with insufficient economic resources to pay their travel expenses necessary to perform their official duties. The determination of qualifying advisory boards and committees, designation of low-income members, and the scope of travel involved in the members' official duties will be made by the Executive Director of SCDD.

#### **Procedure**

SCDD will follow the procedures for travel advances and revolving funds outlined in SAM Manual. In addition, the following procedures are required:

a. A strict accountability method will be established to assure that travel advances are for the purposes of official State business only.

- b. A properly prepared TEC to substantiate the travel expenses must be submitted within **10 calendar days** after the official function or activity. If the travel advance exceeds the substantiated expenses, the member must submit a check or money order with the TEC to return the excess travel advance amount. If the substantiated expenses exceed the travel advance, the member will be paid the difference with a revolving fund check.
- c. Only one travel advance per member will be approved per function or activity.
- d. Each member will be allowed only one outstanding travel advance at any given time.
- e. A special subsidiary record of these travel advances will be maintained by the departments in sufficient detail to ensure compliance with the above provisions.

SCDD may issue a revolving fund check for a travel advance to a councilmember or reimburse the councilmember who uses personal funds for travel expenses while conducting official Council business.

Requirements for issuance of travel advances and submission of travel expenses:

- 1. The travel advance will be issued within <u>10 calendar days</u> of when the anticipated expenses are to be paid or incurred. SCDD may issue travel advances within <u>20 calendar days</u> of when the anticipated expenses are to be paid or incurred when the travel advance is required to be mailed to the employee.
- 2. The travel advance amount must be reasonably calculated not to exceed the estimated expenses to be paid or incurred on the trip. To ensure that the travel advance amount is not excessive, the travel advance request should be reviewed and approved by the same person who approved the trip.
- **3.** If a trip is canceled or postponed indefinitely, <u>the travel advance must be</u> returned immediately.

4. Members are required to submit receipts along with a travel expense claim within **10 calendar days** after traveling is concluded.

Future travel advances will not be issued until the member clears any outstanding advances and/or money owed.

If a member is traveling multiple times in a month, they may request an advance to cover multiple meetings.

## Travel Advance Acknowledgement

I hereby certify that this travel advance is necessary to defray my expenses(s) while on official business for the State of California. I understand that this is a loan given for the anticipated expenses that will be incurred. Within 10 days of travel, I will fully repay the entire amount of the travel advance in one of the following ways:

1.	Submit travel expense	claim reimbursement	(TEC) form with receipts t	0
	the Travel Coordinator	for the entire amount	of the travel advance;	

- 2. Return the travel advance check;
- 3. Submit a personal check or money order to offset the entire amount of the travel advance; or

in easiline a combination of a 120 form and repayment.				
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Drivet and Ciare About				
Print and Sign Above	Date			

4 Submit a combination of a TEC form and repayment

State Council on Developmental Disabilities SCDD Policy #1-450 Adopted by Council: February 12, 2019 Revised: May 31, 2024

Federal Law: No State Law: Yes

#### TRAVEL PLANNING AND REIMBURSEMENTS

#### Purpose:

To provide guidance to Councilmembers for adherence to the state rules and regulations for travel and expense planning and reimbursements

## Authority/Reference:

Welfare & Institutions Code §4550 State Administrative Manual (SAM) California Department of Human Resources

## **Applies To:**

Council, Committee, and SSAN members

#### **POLICY**

## **Policy Statement**

The State Council on Developmental Disabilities (SCDD) shall reimburse councilmembers for any actual and necessary expenses incurred in connection with the performance of their duties (Welfare & Institutions Code §4550). Reimbursement rates are limited to those allowed by state rules and regulations such as those contained in the Government Code, California Department of Human Resources regulations, and the California State Administrative Manual.

#### **Procedures**

## Travel Requests

Council, Committee, and SSAN members who are required to travel on state business ("travelers") are responsible for submitting all travel requests, via email, to the Business Operations and Logistics Analyst. All travel questions and requests are to be submitted to <a href="mailto:travelclaims@scdd.ca.gov">travelclaims@scdd.ca.gov</a>. Travel requests are to

be submitted no less than 14 days prior to the date of the meeting and must contain the following information.

- Three (3) flight/train options in order of preference. The Business Operations and Logistics Analyst will make every attempt to accommodate the traveler's first preference whenever possible. However, should the first preference be unavailable, the Business Operations and Logistics Analyst will book either the second or third preference.
- Name as it appears on your California I.D., date of birth, Southwest Rapids Rewards and TSA number (if applicable).

The Business Operations and Logistics Analyst will book travel at least 5 business days prior to a meeting or event requiring travel. Upon completion of the reservation, an email confirmation will be sent to the traveler and to relevant SCDD staff (when appropriate).

## "Wanna Get Away" Fares and Flight Change Requests

SCDD is required to use "Wanna Get Away" fares whenever possible. These fares are non-refundable and costly to change. Therefore, flight change requests are limited to emergency situations only (e.g., illness, injury, or other serious and urgent personal matters). In non-emergency situations, the traveler will be responsible for making changes and for any fees and fare difference associated with flight change requests.

#### Hotel Reservations

Council members typically arrive and depart on the same day of the Council meeting. If it is not reasonable for the traveler to arrive on the day of the meeting, a traveler residing outside a 50-mile radius of Sacramento may request hotel accommodations. Travelers that meet this requirement may request a room for one (1) night prior to meeting date. Hotel room requests must be submitted to the Travel Coordinator at <a href="mailto:TravelClaims@scdd.ca.gov">Travelers</a> a room for more than one (1) night must submit their request in writing prior to the meeting. Written requests should include the following information: 1) meeting location, date, and time; 2) nature of request (e.g.

"Additional Hotel Stay"); and 3) reason for additional night's stay. If you require a reasonable accommodation such as a roll-in shower, adjoining room, etc., please include that information in your request.

#### **Room Cancellations**

It is the responsibility of the traveler to notify the Business Operations and Logistics Analyst at least 24 hours in advance if you need to cancel your reservation. Should you need to cancel your reservation after regular business hours, it is the traveler's responsibility to contact the hotel directly to cancel, get a confirmation number for the cancellation, and follow-up with an email informing the Business Operations and Logistics Analyst. Failure to do so, will result in the following actions:

- 1st Occurrence Traveler will receive a written warning via email.
- 2<sup>nd</sup> Occurrence Traveler will receive a formal warning letter from SCDD, and will be responsible for any charges incurred due to the cancellation.
- 3<sup>rd</sup> Occurrence Traveler will lose SCDD travel booking privileges for 6 months and will be responsible for reserving their own hotel rooms and seeking reimbursement after the fact. In addition, the traveler will be responsible for any charges incurred due to the cancellation.

## **Transportation**

Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the state considering both direct expense and the traveler's time. When a traveler chooses a method of transportation that is not considered to be in the best interest of the state (i.e. driving a personal vehicle instead of flying or taking a taxi rather than sharing an Uber/Lyft when possible), whatever is most cost effective per individual location/needs, reimbursement will be at the rate of the least expensive option.

## **Airport Parking**

Parking at the airport must be in the best interest of the State. (i.e. parking in long-term lot versus parking in short-term or daily lots). Parking will be reimbursed at the economy lot rate.

## Third Party Flight and Lodging Vendors

Expedia.com, Travelocity.com, etc., shall not be used. All reservations must be made through the SCDD Business Operations and Logistics Analyst.

#### Meals and Incidentals

Reimbursements for each 24-hour period are made using the rates listed below. The time base for which meal reimbursements are based is also listed in the below table.

#### **Reimbursement Rates and Time Frames**

Meal	Trip Begins	Trip Ends	Reimbursement Rate
Breakfast	at or before 6 am	at or after 8 am	\$13.00
Lunch	at or before 11 am	at or after 2 pm	\$15.00
Dinner	at or before 5 pm	at or after 7 pm	\$26.00

Exception: Council members attending a full day meeting will receive lunch reimbursement.

Members will be reimbursed for tips related to allowable meal and transportation(taxi, shuttle, etc.) expenses incurred while traveling at the rate of 20% or up to \$2.00, whichever amount is greater.

#### Rental Vehicles

Rental cars are generally not used and only authorized on a case by case basis. They require prior approval from the Executive Director or his designee. Rental cars must be booked through SCDD's Travel Coordinator. SCDD contracted base rate per day is \$37.75. Anything exceeding that amount will be at the expense of the traveler. Rental cars must be returned refueled. Only the traveler whose name is on the car rental may claim reimbursement for refueling. Refueling charges/fees from the contracted Rental Car company will not be reimbursed. Travelers who operate vehicles on official state business must have a valid driver's license, insurance, and a good driving record.

#### Mileage Reimbursement Rates

Travelers may seek reimbursement for mileages when using their personal vehicle to conduct Council business. Effective January 1, 2024, mileage reimbursement rates are \$0.67 per mile. A traveler requesting to use their own vehicle must obtain prior approval through the Travel Coordinator to allow for approval to be obtained from the Executive Director and submit a completed Authorization to Use Privately-Owned Vehicle form, STD. 261 before travel.

## Submitting Reimbursements

- All travelers shall submit their Travel Expense Claim (TEC) forms and supporting documents no later than 30 days after travel. Incomplete travel claim packages will not be processed. Due to fiscal restrictions, SCDD may be unable to process any travel claims that are received after 30 days.
- Travelers shall complete and submit a TEC form for each trip. It is the
  responsibility of the traveler to complete all relevant information on this form.
  Trip start and end times are required. Meal reimbursements are based on the
  time you leave your home and the time you return home.
- With the exception of meal receipts, travelers shall attach all other receipts (in either original/paper form, or a scanned/digital copy) to the Travel Expense Reimbursement form.
- Original receipts that are not on 8 ½ by 11 paper (standard paper size) must be taped, not stapled, to an 8 ½ by 11 inch piece of paper.
- TECs that are incomplete will be returned so be sure to complete all information on your form, including your vehicle license plate number (if requesting mileage) and transportation receipts, including bus and rental cars.

Travel reimbursement checks are issued by the State Controller's Office approximately 6-8 weeks from the date the Business Operations and Logistics Analyst received the travelers TEC. Please plan accordingly. *Helpful Hints* 

Keep all receipts in an envelope until your claim is filed. *Original or scanned/digital receipts* must be submitted with your travel claim. You are responsible for ensuring that all required receipts are included with your TEC and turned into SCDD's Business Operations and Logistics Analyst. All travel and business expenses are to be incurred as a result of conducting state business and are subject to review/verification by SCDD. Be sure your claim form is complete and submitted on time with all required documents attached to your TEC.

#### <u>Accessibility</u>

It is the policy of SCDD to make a reasonable accommodation for any known physical and mental limitations of an otherwise qualified traveler performing duties on behalf of the SCDD, unless making that accommodation would create an undue hardship. If you require a reasonable accommodation to complete travel claim forms and/or prepare supporting documentation, you may contact the Business Operations and Logistics Analyst at (916) 263-7919. It is recommended that requests for accommodation are submitted in advance allowing enough time to meet any deadlines.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities SCDD Policy #1-460 Adopted by Council: February 12, 2019 Revised: May 20, 2024

Federal Law: No State Law: Yes

#### TRAVEL OUT-OF-STATE

# Purpose:

To provide Councilmembers with the annual Out-of-State Travel policy and procedures.

#### **Authority/Reference:**

Governor's Executive Order B-06-11 Government Code, § 11139.8 Travel and Expense Planning and Reimbursement Policy.

# **Applies To:**

Councilmembers

#### **POLICY**

# **Policy Statement**

Governor's Executive Order B-06-11 states that no travel, either in-state or outof-state, is permitted unless it is mission critical or there is no cost to the state.

Mission critical means travel that is directly related to:

- Enforcement responsibilities
- Auditing.
- Revenue collection.
- A function required by statute, contract or executive directive.
- Job-required training necessary to maintain licensure or similar standards required for holding a position.

For the State Council on Developmental Disabilities (SCDD), this means that travel directly related to federal requirements such as the following items would be considered mission critical: meetings or training fulfilling a requirement of a federal grant or to maintain federal grant funding; requests by the federal government to appear before committees; required attendance at any litigation or compliance related events (e.g. interviews, depositions, or testimony) related to federal funding.

For example, to stay in good standing with SCDD's federal funding agency, the U.S. Administration on Intellectual and Developmental Disabilities (AIDD), the SCDD Chairperson (or designee) and the SCDD Executive Director (or designee) should attend the National Association of Councils on Developmental Disabilities (NACDD) annual in-person training. Generally, travel for this NACDD training is the only mission critical out-of-state travel required of any Councilmembers. However, there may be an exception if a particular trip's purpose is to maintain compliance with SCDD's AIDD basic state grant contract. The Executive Director in consultation with Legal Counsel will make this determination.

Furthermore, when traveling, the Chairperson (or designee) shall comply with the rules set forth in SCDD's Travel and Expense Planning and Reimbursement Policy.

State Council on Developmental Disabilities

Adopted by Council: February 12, 2019

Federal Law: No State Law: No

# FACILITATION AND PERSONAL CARE ATTENDANT SERVICES GUIDELINES FOR

#### **NON-AGENCY MEMBERS**

#### **Purpose:**

Provide non-agency Councilmembers with information on Council reimbursement practices and rates for facilitation or personal care attendant services when needed to carry out their duties on behalf of the Council.

# Authority/Reference:

Welfare & Institutions Code § 4550

# **Applies To:**

Non-agency Councilmembers, Statewide Self-Advocacy (SSAN) members and Regional Advisory Committee (RAC) members

#### **POLICY**

# **Policy Statement**

The Council recognizes that some members may need reasonable accommodations to remove barriers which would prevent their full participation. The Council has established this policy to provide guidelines for support services to non-agency members who need facilitation and/or personal attendant services.

When a non-agency councilmember, SSAN or RAC member with a disability determines that they need facilitation and/or personal attendant services to help carry out business and/or activities related to their role, reimbursement will be available. Members who are clients of the regional center system may want to consider adding a goal related to self-advocacy to their Individual Program Plan (IPP). Payments that are eligible for reimbursement include those for services

provided by individuals working in the support classifications of facilitator or attendant.

Reimbursement for facilitation or personal care attendant services must be reasonable and comply with the State of California reimbursement rules. For guidance, Attachment A identifies costs for Facilitators and Personal Care Attendants that have been considered reasonable based on market rates.

#### **DEFINITIONS**

The following are definitions for facilitation and personal attendant services:

- Facilitation is when one-person helps another to understand information, for example to understand policy issues, to develop his/her own decisions regarding issues, and to communicate those decisions. A facilitator may also assist with making transportation/travel arrangements, getting and/or tracking funds needed for attending authorized meetings, reviewing and explaining agenda items, and providing support during meetings by explaining actions or discussions on agenda items.
  - a. Explain policy related information, either written or oral, into a form that is more easily understood by the member.
  - b. Provide an impartial explanation of the relevant issues. The explanation may include different points of view, opinions, and the meaning, risks, and potential outcomes for supporting or proposing any particular position/action. The intent is to provide the member with the knowledge necessary to make informed decisions.
  - c. Assist the member to effectively communicate both positions and questions on topics related to agenda items and/or remembering related information.
  - d. Support to accomplish other related tasks, such as making travel arrangements and scheduling committee activities on behalf of the member.

- 2. Personal care attendant service means one or more person/people helps someone carry out activities of daily living. A personal care attendant mayhelp someone with their grooming and cleanliness, mobility, and directional guidance, and at times helping someone with reasoning tasks.
- 3. Both facilitation and personal care attendant services explained in this policy refer to helping the member perform the tasks and duties needed for their official position. A member may need the same types of support at home and while they are traveling. This policy is about providing supports and services that are needed to perform their responsibilities as a member.

#### RESPONSIBILITIES OF FACILITATORS AND ATTENDANTS

The need for, and level of, facilitation or personal care attendant service should be determined by the member. During the new members' orientation, it is important that the availability and levels of assistance be clearly explained. The new member must be able to make an informed decision as to whether accommodation is necessary.

It is important to stress that accommodations may include those other than facilitation or personal care attendant services. While this policy and supporting documents only cover these two forms of accommodation, other types of accommodations, such as enlarged print, modified seating arrangements, and travel modes, may be requested and approved based on an individual member's situation and needs.

# A. Facilitators - Responsibilities

Facilitators are responsible for providing services that help the person to be successful in their role. The following list includes examples of activities with which the facilitator may help with:

- 1. Create and maintain a calendar of upcoming meetings and activities that the member must attend. This may also include helping to manage and work around other commitments and follow-up actions.
- Assist with making transportation/travel arrangements for authorized meetings.

- 3. Obtain and/or manage funds required for taking part in authorized meetings/events. This may also include follow-up in submitting any necessary documentation. Examples may include receipts needed to clear cash advances and travel reimbursement claims.
- 4. Preparation prior to meetings through review and interpretation of agenda items. Should the facilitator not understand an issue, they are responsible for obtaining any information necessary for clarification.
- 5. Support during meetings by explaining actions or discussions on agenda items. If the facilitator does not understand an issue, they are responsible for making sure they are able to understand the issue to be able to support the member. Support may also be given to help a member understand and follow group process rules, such as Parliamentary Procedure.
- 6. Review any actions taken or discussions held after the meeting and help to identify necessary follow-up actions.

In addition, there are two fundamental guiding principles that a facilitator should follow when providing services.

The first principle is that while explaining, the facilitator must communicate both the content and meaning of any spoken or written communication. The facilitator must also make sure that the information is shared in a way that is easy for the member to understand. This may be especially difficult when the facilitator disagrees with what has been said or written. The facilitator is not responsible for the content of the communication, only for presenting it accurately.

The second principle is that while the person being served is an appointed member, the facilitator is not. For this reason, the facilitator should not counsel, advise, or include personal opinions while assisting the member in carrying out their official duties. This type of behavior is considered inappropriate participation and a likely inappropriate use of authority by the facilitator.

# B. Personal Care Attendants - Responsibilities

Responsibilities of personal care attendants may include, but are not limited to, the following duties:

- 1. Assist with personal care and hygiene, which may include some or all of the following: dressing, grooming, eating, bathing, breathing equipment maintenance, and toilet functions such as bowel, bladder, catheter and menstrual tasks. Assistance assumes knowledge of the member's needs related to these tasks, and of other needs that may require only periodic assistance, such as what to do if the member experiences a seizure.
- 2. Assist the member with traveling to and from authorized activities.
- 3. Assistance with mobility tasks, which may include helping the member to move from place to place. Examples could include movement from a meeting room to a local restaurant or from one chair to another.
- Occasional assistance with tasks, such as reading, money handling, making travel arrangements, simple clerical tasks, and some explanation of difficult to understand information.

<u>NOTE</u>: Attendants and facilitators may at times provide similar assistance with regard to reasoning tasks, the attendant does so to a much lesser degree, and typically would not interpret issues related to policy development.

#### **PERFORMANCE**

Each member is responsible for determining and assessing the performance of the facilitator or attendant providing services to the member. Job performance of a facilitator or attendant depends on the unique needs of the member being served. Based on a self-assessment, the member specifies the type(s) of assistance that will be needed from the facilitator and/or attendant. Job duties are to be clearly defined and documented in writing. Each duty, once clearly defined, should be included in a checklist.

The checklist will aid in identifying and documenting specific areas the member needs help with. For example, if the member indicates the need for a facilitator, the specific task(s) are also to be identified. Members may want to use the checklist to help evaluate the performance of a facilitator or attendant.

#### ATTACHMENT A

# FACILITATOR AND ATTENDANT SERVICES AND TRAVEL REASONABLE AND REIMBURSABLE PAYMENTS

#### **SERVICES**

The Council may authorize payment for facilitator or attendant services if those payments are reasonable under the State's reimbursement rules. A client of a regional center may want to consider adding a goal related to self-advocacy to their IPP.

<u>SERVICE</u> <u>PAY RATE</u>

Facilitator \$21.67 per hour Attendant \$20.72 per hour

The above pay rates are based on the Department of Developmental Services (DDS) Participant-Directed Services rates. Payment of these rates are typically limited to two hours before, during, and two hours after an authorized meeting. Additional time will be considered on a case-by-case basis with consideration for each individual's specific needs.

<u>Services Provided by Employees or Other Compensated Persons</u>: If the facilitator or attendant is an employee of the Council, developmental center, or regional center, or is already being compensated for the facilitation or attendant services, the Council will reimburse only for allowable travel related expenses.

<u>Services Provided by Volunteers</u>: If a member requires facilitation or attendant services and the facilitator or attendant is a volunteer, the Council will authorize payment of travel related expenses for the volunteer including allowable meals at the rate outline in SCDD's Travel Policy.

#### **TRAVEL**

In accordance with PML 1986-001 entitled, "Travel Expenses of Non-State Employees," and SCDD's Travel Policy, the below travel expenses of individuals providing facilitation or attendant services to a member may be reimbursed at rates equal to the rates allowed to the member.

#### **LODGING**

Facilitator/Attendants typically arrive and depart with the member on the same day of a meeting. If it is not reasonable for the traveler and council member to arrive on the day of the meeting, a traveler residing outside a 50-mile radius of Sacramento (or where the meeting is taking place) may request hotel accommodations.

#### **TRANSPORTATION**

Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the state considering both direct expense and the traveler's time. Best interest of the State means least costly and meets the traveler's needs. When a traveler chooses a method of transportation that is not considered to be in the best interest of the state (i.e. driving a personal vehicle instead of flying or taking the train, or taking a taxi instead of taking a shuttle service or sharing an Uber/Lyft when possible), the individual will be reimbursed based on whatever is most cost effective per individual location/needs.

# <u>MEALS</u>

Meal per diems are not paid to facilitator or attendants who are being paid a wage by member via SCDD.

Reimbursement for these travel expenses may be claimed on a travel expense claim form. The facilitator/attendant shall reference the members name on the travel expense claim form.

#### **ATTACHMENT B**

#### **FACILITATOR SERVICES TASK CHECKLIST**

<u>Definition:</u> Facilitation refers to a service wherein one-person aids another to understand policy issues, to develop their own informed decisions regarding the issues, and to effectively express those decisions. A facilitator also assists with making transportation/travel arrangements, obtaining and/or managing funds required for attending authorized meetings, reviewing and explaining agenda items, and providing support during meetings through interpretation of actions or discussions on agenda items.

This facilitator services task checklist will be used to identify and document specific areas the member needs assistance with to enable them to fully participate in meetings.

Please select yes or no to the following list of activities or functions that the member needs help with:

1.	Develop and maintain a calendar of upcoming meetings and activities that the member must attend. This may include help with deciding on and managing follow-up actions and tasks.		
	YES NO		
2.	Make transportation/travel arrangements for authorized meetings.  YES NO		
3.	Obtain and/or manage funds required for taking part in authorized meetings. This may also include follow-up in submitting necessary documentation for reimbursement. Examples, if applicable, may include cash advances and travel claims.		
	YES NO		

Preparation prior to meetings through review and clarification of agenda items. Should the facilitator not understand an issue, they are responsible

for obtaining any information necessary for clarification.

4.

5.	Support during meetings through explanation of actions or discussions agenda items. As with preparing for the meeting, if the facilitator does understand an issue, they are responsible for making sure that it is clarified. Assistance may also be provided in following relevant group process rules, such as Parliamentary Procedure.					
	YES	NO				
6.	Use the space provided below to add anything that is not listed above.					
	YES_	NO				

#### **ATTACHMENT C**

# PERSONAL CARE ATTENDANT SERVICES TASK CHECKLIST

Attendant service refers to assistance from others which compensate for a person's inability to independently perform activities of daily living. Services may include assistance with maintenance and hygiene, mobility, and directional guidance responsibilities, and to a lesser degree, assistance with related cognitive tasks.

This attendant services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable them to fully participate in meetings.

please select yes or no to the following list of activities that the member needs help with:

a.	Dressing	YES	NO
b.	Bathing	YES	NO
C.	Eating	YES	NO
d.	Tilting	YES	NO
e.	Grooming	YES	NO
f.	Respirator equipment maintenance	YES	NO
g.	Other:		

1. Activities of daily living (specify)

۷.	Assistance with traveling to and from authorized activities.			
	YES	NO		
3.	place to place with	pility tasks, which may include help with movement from confined settings. Examples could include movement to a local restaurant or from one chair to another.		
	YES	NO		
4.	Assistance with some cognitive tasks, such as reading, money handling, making travel arrangements, simple clerical tasks, and some interpretation of difficult to understand information.			
	YES	NO		

# **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

State Council on Developmental Disabilities Adopted by Council: February 12, 2019

Federal Law: No State Law: No

#### **TABLET USAGE (COUNCILMEMBERS)**

#### Purpose:

The purpose of this tablet Usage Policy is to establish guidelines and procedures for Councilmembers of the State Council on Developmental Disabilities ("SCDD") in regard to use of SCDD issued tablets.

#### Authority/Reference:

N/A

#### **Applies To:**

Councilmembers

#### **POLICY**

#### **Policy Statement**

The purpose of this Tablet Usage Policy is to establish guidelines and procedures for Councilmembers of the State Council on Developmental Disabilities (SCDD) with regard to the use of SCDD issued tablets. These tablets are available to Councilmembers for the purpose of receiving and reviewing council and committee meeting materials and attending online/virtual Council related meetings.

# **POLICY GUIDELINES**

# A. SCDD Ownership

- i. Tablets will be issued to Councilmembers upon request. Tablets issued to Councilmembers are the property of SCDD and Councilmembers have no ownership, interest, or right to title of the tablets or any information stored on the device. Upon receipt of a tablet from SCDD, Councilmembers agree to return such tablet to SCDD when requested.
- ii. The tablet is the property of the SCDD. The SCDD reserves the right to seize the tablet for any violations of this Tablet Usage Policy.

- iii. Councilmembers must promptly return their SCDD issued tablet upon request from SCDD staff.
- iv. Prior to the expiration of a Councilmember's service to SCDD, their tablet shall be returned to the SCDD HQ office, where the IT tech will appropriately wipe all stored information from the tablet so that it may be reissued in the future in accordance with this policy.

#### **B.** Liability

- i. Councilmembers are responsible for all materials sent using and/or stored on the tablet issued to them. Councilmembers who accept and use an SCDD tablet are responsible for keeping the tablet free from all inappropriate or dangerous files.
- ii. SCDD is not liable for any material sent by, or any material stored on, tablets issued to Councilmembers other than SCDD data loaded on the tablet in connection with SCDD business.

#### C. Acceptable Use

- i. SCDD only authorizes use of its tablets in a manner that supports its mission.
- ii. The tablet is not for personal use. It has been provided for work-related use only. Government Code § 8314 prohibits the use of state resources for non-state purposes, except uses that are "incidental and minimal" (e.g. de minimis personal telephone or photo copy use). There are civil penalties for violation of this section.
- iii. Do not share the tablet with anyone else.

# D. Loss or Damage

- Councilmembers are responsible for the safety and security of their assigned tablets.
- ii. Lost or Stolen Tablets:

- If a tablet issued to a Councilmember is lost or stolen, the Councilmember must report the loss immediately to SCCD HQ office.
- b. If a tablet issued to a Councilmember is lost, the Councilmember generally will not be issued a replacement tablet due to fiscal and administrative considerations.
- c. If a tablet issued to a Councilmember is stolen, it will only be replaced if a police report and claim are submitted to SCDD.

#### iii. Damaged Tablets:

- Damages to tablets must be reported immediately to SCDD HQ Office.
- b. The damaged tablet must be delivered to SCDD HQ Office or the local SCDD regional office for repairs.
- c. Depending on the extent of damages, a replacement may not be available.
- d. A Councilmember may not attempt to repair the tablet on their own.
- e. A Councilmember may not take the tablet to the store or other non-SCDD electronic equipment professional for repairs, this action may void the warranty.

#### E. Internet Access

- i. The SCDD issued tablet has Wi-Fi capability for use with any public hotspot or home Wi-Fi.
- ii. No data plan will be provided.

# F. Acceptance

i. .

All Councilmembers who are issued a tablet from SCDD agree and acknowledge, without restriction or reservation that any information contained on such tablet is subject to incidental review by SCDD IT staff, regardless of whether the information is SCDD related or personal in nature. If at any time the Councilmember decides that the tablet is no longer needed, they may contact the Assistant to the Executive Director for instructions to return the device.

#### **Most Recent Action**

February 12, 2019: Executive Committee approved policy.

# ACKNOWLEDGMENT OF RECEIPT AND ACCEPTANCE OF THE SCDD TABLET USAGE POLICY

Receipt and Acceptance of Terms	I have received a copy of the SCDD Tablet Usage understand its contents and agree to abide by its terms of any subsequent revision to the policy.	•	
Select one optio	n and provide your initials by your choice	I	
Councilmember Initials:	I would like to request an SCDD tablet. I understarthis tablet there should be no expectation of privaccontained on this tablet is subject to review by SC	cy, as information	
Councilmember Initials:	I do not wish to receive an SCDD issued tablet and would prefer to use my own personal device to review meeting materials and attend virtual meetings.		
Councilmember Signature			
	Councilmember Printed Name		
	Councilmember Signature	Date	

State Council on Developmental Disabilities

Adopted by Council: []

Federal Law: No State Law: Yes

#### VIRTUAL MEETINGS

#### Purpose:

The purpose of this Virtual Meetings Policy is to establish guidelines and procedures for Councilmembers of the State Council on Developmental Disabilities ("SCDD") Council and Committee Meetings held via electronic means (i.e., Zoom, Teams, WebEx).

#### **Authority/Reference:**

Government Code section 11123.2

# **Applies To:**

Councilmembers

#### **POLICY**

# **Policy Statement**

Council and committee meetings have been conducted via electronic software (Zoom, Teams, WebEx, etc.) since the start of the COVID-19 pandemic. This new tool allowed for more participation for member who did not feel safe leaving their homes, and decreased travel issues for members. As new laws emerged, this increased participation had to be weighed against the rights of members of the public to watch their government work, like watching and commenting at Council meetings. Because of this, the Council must balance several considerations when conducting meetings virtually.

# <u>Cameras</u>

Members must keep their cameras on whenever they can. There are limited exceptions, but for most of a virtual meetings members must keep their computer camera on so the public can see them. If a member's camera is not working, they should let staff know and turn the camera back on if it starts working again. Members should feel free to move their bodies, take a short break, take notes, move your hands, stretch, or rest whenever they need. If a member needs to leave the area for a quick moment, they may do so without announcing it or disrupting the meeting. If a member need to be gone for longer than 5-10 minutes, they can do so but need to

announce that before doing so. If possible, try to make longer breaks at times other than when the Council or committee is about to vote on an item. If a member needs to leave for longer than 10 minutes, they may turn off their camera and let the Chair or staff know they need to leave. When the member returns, they should turn their camera back on and let the Chair or staff know they are back so they can continue the meeting. Everyone needs to take breaks just like they would at a meeting in person, but members should try to make those breaks in a way that isn't disruptive to others.

#### Announcing Other People

If another adult is with you in the room with the member as they are attending the meeting virtually, the member must announce that at the start of the meeting, usually during introductions. A member might say, "Hi I'm Ethan and here in the room with me is Lena, who is helping me with my computer." Members do not have to disclose anyone under 18 years old in the room. If someone enters the room for a short moment and then leaves, the member does not need to say anything. However, someone is with the member for more than a few minutes, let the chair or staff know at the next time that does not interrupt the meeting. Members are always welcome to have anyone they want with you in the room while you are on a virtual meeting, this requirement is only to let the public know who can see and hear Council and committee meetings.

# Accommodations

A majority of the Council or Committee must attend the meeting at a physical site stated on the agenda. However, people who need an accommodation because of a disability may attend virtually, and still count toward that necessary majority. Family Advocates who care for someone with an Intellectual Disability and Self-Advocates have already provided the proof necessary to meet this requirement when they applied for and were vetted for membership. Nothing further is required. A Self- or Family-Advocate who wishes to participate at a meeting virtually needs only to let the Chair or staff know before the meeting and they may attend virtually, with one exception below.

# In-Person Minimum Requirement

Every meeting must have one person present at the pre-determined inperson location, without exception. The rest of the members are welcome to join as well but may attend virtually if the majority of members are using an accommodation as mentioned above. Even with most members attending virtually, one member must still attend in person. This should usually be the Chair of the Council or Committee, or a member who lives close to the physical location whenever possible. If no one can attend in person, the meeting cannot vote on any action items. More members are always welcome to attend if they wish. Members should let their Chair or staff know how they plan to attend before the meeting.

The Council and committees are still welcome to have full in-person meetings at the determination of the Chair.

**JUNE 18, 2024** 

AGENDA ITEM 12. INFORMATION ITEM

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

# **Executive Director Report**

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

#### Handout

**Executive Director Report** 

**JUNE 18, 2024** 

AGENDA ITEM 13. INFORMATION ITEM

# EXECUTIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Adjournment and Next Meeting Date

The next meeting of the Executive Committee is scheduled for August 20, 2024.