



NOTICE/AGENDA

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
ADMINISTRATIVE COMMITTEE MEETING
POSTED AT: www.scdd.ca.gov**

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

TELECONFERENCE LOCATION

SCDD LA Regional Office
411 N. Central Avenue, Suite 620
Glendale, CA 91203

JOIN BY TELECONFERENCE:

Call-In Number: (888) 475-4499
Meeting ID: 851 5276 6854

JOIN VIA ZOOM:

Meeting ID:
Password:

<https://bit.ly/ADMIN-SPC-AUG-2024>
851 5276 6854
704259

DATE: August 15, 2024
TIME: 10:30 AM – 11:00 AM

COMMITTEE CHAIR:

Harold Fujita

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

Item 4. 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 Council agenda item, with each person allotted up to 1 minute to comment.

Item 5. APPROVAL OF MAY 2024 MINUTES 

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Item 6. CYCLE 47 GRANT FUNDING 

Presented by Aaron Carruthers

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Item 7. ADJOURNMENT

Accessibility:

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

August 15, 2024

AGENDA ITEM 5.

ACTION ITEM

ADMINISTRATIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of May 2024 Minutes

Committee members will review and consider approval of the draft minutes from the May 30, 2024, Administrative Committee meeting.

Action Recommended

Approve the May 2024 meeting minutes.

Attachment(s)

May 2024 Administrative Committee Meeting Minutes

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DRAFT

**Administrative Committee Meeting Minutes
May 30, 2024**

Attending Members

Harold Fujita
Julio Garnica
Julie Neward

Members Absent

None

Others Attending

Aaron Carruthers
Beth Hurn
Brian Weisel
Ken DaRosa
Rihana Ahmad
Robin Maitino-Erben
Yaritza Sanchez

1. CALL TO ORDER

Committee Chair Harold Fujita (FA) called the meeting to order at 11:07 AM.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

There were no public comments.

5. APPROVAL OF THE FEBRUARY 2024 MINUTES

It was moved/seconded (Neward [FA]/ Garnica [SA]) to approve the February 16, 2024, meeting minutes as presented. (Unanimous – see page one for a list of members in attendance.)

Legend:
SA = Self-Advocate
FA = Family Advocate

6. REVIEW UPDATES TO COUNCILMEMBER ADMINISTRATIVE POLICIES

Executive Director Aaron Carruthers presented proposed changes to Councilmember Administrative Policies. Proposed changes, along with committee edits are listed below;

1-110 Councilmember Committee Staff Communication

- This policy was updated to reference statutory authority and to clarify the intent of the policy.

1-115 Councilmember & Travel Coordinator Communications

- Staff recommended removal of this policy because it was no longer necessary/applicable.

1-120 Legal Consultation

- Updated to clarify the procedure for requesting legal advice and the role of SCDD legal Counsel.
- Committee members requested that staff edit paragraph 3 to state “The primary client is the Council itself, together with the department, not any one Council member or chairperson...”

1-140 strictions on Political Activities

- Grammatical changes were made.

1-240 Professional Conduct

- Updated to apply to volunteers serving on advisory committees and to add and define the term “unethical conduct.”
- Committee members directed staff to capitalize the word “state” throughout the document.

1-420 Honorarium

- Updated to reflect a change in the number of hours that qualify members for payment for a full day of participation and to state that SCDD staff is responsible for recording Councilmember attendance at qualifying events.

1-430 Policy for Conference Attendance by Councilmembers

- Changed the total annual funds available for Councilmember conference attendance from \$30,000 to \$20,000.

1-440 Travel and Expense Advances

- Updated to clarify requirements for clearing outstanding travel advances and requesting funds to cover multiple meetings.

Legend:

SA = Self-Advocate
FA = Family Advocate

- Committee members asked that staff bold and underline “10 calendar days” throughout the document.

1-450 Travel Planning and Reimbursement

- Updated to reflect state-level policy changes to meal and mileage reimbursement rates, vehicle rental rates, and reimbursement for tips related to meals and transportation.
- Changes were made to allow the submission of digital receipts for reimbursement claims.
- “Travel Coordinator” was changed to “Business Operations and Logistics Analyst” throughout the document.

1-460 Travel Out of State

- Updated to reflect changes in statewide policy that lifted a ban on travel to specific states.
- Committee members asked that staff hyphenate “out-of-state.”

1-510 Facilitation Attendant Services

- Updated to apply to Statewide Self-Advocacy Network members and Regional Advisory Committee members.
- Facilitator and Attendant pay rates were updated to reflect changes approved by the Council.
- Plain language and gender-neutral language changes were made throughout.
- Committee members made changes to shorten the length of the titles of the policy attachments.

1-630 Tablet Usage

- Updated to reflect changes to the purpose of the policy, as the Council now issues tablets on an as-needed basis.
- Committee members requested that “iPads” be changed to “tablets” throughout the document and that the tablet request form includes verification that the member understands that there is no expectation of privacy when using SCDD issued tablets.

1-640 Virtual Meetings Policy

- This policy was created to reflect how the Council is currently operating using virtual meeting platforms to conduct public meetings.
- Committee members asked that we do not reference any specific virtual meeting platforms.

It was moved/seconded (Neward [FA]/ Garnica [SA]) to recommend approval of the updated policies to the Executive Committee, as

amended. (Unanimous – see page one for a list of members in attendance.)

7. ADJOURNMENT

The meeting was adjourned at 12:35 PM.

DRAFT

August 15, 2024

AGENDA ITEM 6.

ACTION ITEM

ADMINISTRATIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Cycle 47 Grant Funding

Members will review a request from the State Plan Committee to approve the allocation of \$108,000 in unexpended funds for a Cycle 47 Program Development Grant project focused on Tribal Health.

Action Recommended

Recommend that the Executive Committee approve the allocation of \$108,000 in unexpended funds for a Cycle 47 Program Development Grant focused on Tribal Health.

Attachment(s)

Administrative Committee Agenda Item Detail Sheet
Fiscal Year 2024-25 Proposed Budget (May 2024)
Fiscal Year 2024-25 Proposed Budget (August 2024)

Handouts

May be handouts the day of the meeting.

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ADMINISTRATIVE COMMITTEE AGENDA ITEM DETAIL SHEET

ISSUE: Request to Increase Cycle 47 Program Development Grant Funding.

SUMMARY: To further the Council's efforts to increase outreach, training, and access to information and resources for California's underserved Native American/Tribal communities, the State Plan Committee is requesting funding for a standalone Request for Proposal (RFP) for a community development grant project focused on Tribal Health.

BACKGROUND/ISSUES/ANALYSIS: In March 2024, the Council approved the State Plan Committee's recommended project descriptions for Cycle 47 Program Development Grants, with two projects focused on Self-Advocacy (Plain Language and Social Isolation) and one focused on Tribal Health.

After reviewing Cycle 47 applications in June 2024, the scoring team recommended funding the two highest scoring projects. Both projects fell under the Self-Advocacy focus area. State Plan Committee members agreed that Tribal Health is an area of great need throughout the State, but the remaining funds were not sufficient to fund a Tribal Health-related project. Therefore, the Committee is requesting additional funding in the amount of \$108,000 for Cycle 47 to address this need.

PRIOR COUNCIL ACTIVITY: On February 16, 2024, the Administrative Committee acted to recommend that the Executive Committee recommend approval of a one-time funding increase of \$40,000 for Cycle 47 Program Development Grants (PDG) bringing the total amount available for Cycle 47 to \$300,000.

On February 20, 2024, the Executive Committee adopted the Administrative Committee's recommendation to increase PDG funding by \$40,000.

On March 19, 2024, the Council approved the Cycle 47 grant project descriptions and funding amount of \$300,000.

On May 21, 2024, the Council acted to adopt the 2024-2025 Budget that included the increase in Cycle 47 Program Development Grant funding. This approved budget also indicates that the Council has an estimated \$355,000 in available unexpended funds from prior years. (Please see attached Budget Display for May 2024.)

On July 16, 2024, the Council acted to adopt the SPC's Cycle 47 funding recommendations in the amount of \$282,745. The Council also acted to authorize the Executive Committee to review and approve a Cycle 47 Tribal Health RFP, subject to funding availability.

Increasing total Cycle 47 grant funding to \$408,000 would allow for an additional RFP for tribal health to be issued for \$125,000.

RECOMMENDATION: Recommend that the Executive Committee authorize a one-time allocation of \$108,000 prior year unexpended funds to increase the Community Grants/Other Projects line item to \$408,000. (Please see attached Budget Display for August 2024.)

PREPARED: Beth Hurn, August 1, 2024.



State Council on Developmental Disabilities

Fiscal Year 2024-25 Proposed Budget
Revised May 2024

Categories	Council Budget	SCDD Budget - Other Sources			TOTAL
	*Basic State Grant	Quality Assessment	Clients' Rights Advocates/ Volunteer Advocacy	Supported Decisionmaking Technical Assistance Program	
	Federal Grant	State Contract	State Contract	Limited Term Program	
1. Personal Services:					
Net Salaries & Wages	\$ 4,397,500	\$ 1,523,000	\$ 842,540	\$ 238,000	\$ 7,001,040
Temporary Help / Honorarium	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Worker's Compensation	\$ 45,000	\$ 3,000	\$ 5,000	\$ 2,000	\$ 55,000
Staff Benefits	\$ 2,259,795	\$ 819,858	\$ 475,248	\$ 136,000	\$ 3,690,901
Less 8% Salary Savings From Vacancies	\$ (354,000)				\$ (354,000)
Total Personal Services	\$ 6,378,000	\$ 2,346,000	\$ 1,322,788	\$ 376,000	\$ 10,423,000
2. Operating Expense and Equipment:					
General Expense	\$ 38,000	\$ 5,700	\$ 5,000	\$ 6,000	\$ 54,700
Printing	\$ 20,000	\$ 26,000	\$ 9,000	\$ 3,000	\$ 58,000
Communications	\$ 45,000	\$ 71,000	\$ 10,000	\$ 6,000	\$ 132,000
Postage	\$ 7,000	\$ 21,000	\$ 1,000	\$ 3,000	\$ 32,000
Travel-in-State :	\$ 150,000	\$ 60,000	\$ 32,000	\$ 8,000	\$ 250,000
Out-of-State Travel	\$ 7,000	\$ -	\$ -	\$ -	\$ 7,000
Training (Tuition and Registration)	\$ 29,000	\$ 10,000	\$ 15,000	\$ 5,000	\$ 59,000
Facilities Operations (Rent)	\$ 550,000	\$ 225,000	\$ 24,000	\$ -	\$ 799,000
Utilities	\$ 8,000	\$ 2,000	\$ -	\$ -	\$ 10,000
Interdepartmental Services	\$ 250,000	\$ 204,000	\$ 134,000	\$ 3,000	\$ 591,000
External Contract Services	\$ 100,000	\$ 110,000	\$ 3,000	\$ 615,000	\$ 828,000
Information Technology	\$ 190,000	\$ 75,000	\$ 45,000	\$ 6,000	\$ 316,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 861,000	\$ 93,000	\$ 431,000	\$ 1,390,000
Total Operating Expense and Equipment	\$ 1,424,000	\$ 1,670,700	\$ 371,000	\$ 1,086,000	\$ 4,552,000
3. Community Grants / Other Projects	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
4. Total SCDD Budget by Source	\$ 8,102,000	\$ 4,017,000	\$ 1,694,000	\$ 1,462,000	\$ 15,275,000
5. Total Basic State Grant Award	\$ 8,104,000				
6. Difference between Total Council Budget and Basic State Grant Award	\$ 2,000				
*Footnotes					
Cash Reserve	\$ 1,750,000				
Estimated Unexpended Funds Available	\$ 355,000				

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State Council on Developmental Disabilities

Fiscal Year 2024-25 Budget
Revised August 2024

Categories	Council Budget	SCDD Budget - Other Sources			TOTAL
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	Federal Grant	State Contract	State Contract	Limited Term Program	
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Temporary Help / Honorarium	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
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Less 8% Salary Savings From Vacancies	\$ (354,000)				\$ (354,000)
Total Personal Services	\$ 6,378,000	\$ 2,346,000	\$ 1,322,788	\$ 376,000	\$ 10,423,000
2. Operating Expense and Equipment:					
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Total Operating Expense and Equipment	\$ 1,424,000	\$ 1,670,700	\$ 371,000	\$ 1,086,000	\$ 4,552,000
3. Community Grants / Other Projects	\$ 408,000	\$ -	\$ -	\$ -	\$ 300,000
4. Total SCDD Budget by Source	\$ 8,210,000	\$ 4,017,000	\$ 1,694,000	\$ 1,462,000	\$ 15,275,000
5. Total Basic State Grant Award	\$ 8,212,000				
6. Difference between Total Council Budget and Basic State Grant Award	\$ 2,000				
*Footnotes					
Cash Reserve	\$ 1,750,000				
Estimated Unexpended Funds Available	\$ 247,000				