



Administrative Committee Meeting Minutes February 18, 2025

Attending Members

Julio Garnica (SA), Chair
Harold Fujita (FA)
Julie Neward (FA)

Others Attending

Aaron Carruthers
Austin Murphy
Beth Hurn
Ken DaRosa

Others Attending (Cont.)

Lynn Villoria
Rihana Ahmad
Robin Maitino-Erben

Members Absent

None

1. **CALL TO ORDER**

Committee Chair Harold Fujita (FA) called the meeting to order at 9:37 A.M.

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 AUGUST 2024 MINUTES**

This item was heard. However, due to a technical issue with the meeting link, formal action could not be taken. The August 2024 meeting minutes will be formally approved at the next Administrative Committee meeting.

6. **SCDD BUDGET UPDATE**

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa presented an overview of the FY 2024/25 budget, noting that it remains on track at the midpoint of the fiscal year. They then introduced the proposed FY 2025/26 budget for committee review.

Legend:

SA = Self-Advocate
FA = Family Advocate

The proposed budget assumes the same level of federal funding, with increases in staff salaries and rent offset by prior year unexpended funds. The primary uncertainty noted for the coming year relates to the current federal spending climate.

Member Harold Fujita (FA) asked about staff vacancies. Chief Deputy Director DaRosa reported that the vacancy rate is at the higher end of the typical range due to a recent increase in retirements. He noted that recruitment remains challenging, and staff are taking a patient and thoughtful approach to filling positions

Due to a technical issue with the meeting link, formal action could not be taken. The committee informally recommended forwarding the proposed FY 2025/26 budget to the Executive Committee with no changes.

7. ADJOURNMENT

The meeting was adjourned at 10:41 A.M.