



ADMINISTRATIVE COMMITTEE NOTICE/AGENDA

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PARTICIPANT CODE:	2982825

DATE: Monday, August 15, 2016

TIME: 10:30 a.m. – 12:00 p.m.

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811

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 Robin Maitino at (916) 322-8481 or email robin.maitino@scdd.ca.gov. Requests must be received by 5:00 pm on August 10, 2016

AGENDA

Page

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|---|---------------|---|
| 1. CALL TO ORDER | C. Nutt | |
| 2. ESTABLISH QUORUM | C. Nutt | |
| 3. WELCOME/INTRODUCTIONS | C. Nutt | |
| 4. PUBLIC COMMENTS
<i>This item is for members of the public only to provide comments and/or present information to the Council on matters not on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first.</i> | | |
| 5. APPROVAL OF THE APRIL 2016 MINUTES | C. Nutt | 2 |
| 6. WORKERS' COMPENSATION | G. Rogin | 5 |
| 7. DSA ANNUAL REVIEW | A. Carruthers | 7 |
| 8. ADJOURNMENT | C. Nutt | |

DRAFT
Administrative Committee Meeting Minutes
April 4, 2016

Attending Members

Charles Nutt (SA)
Eric Gelber
Ning Yang (SA)
Sandra Smith (FA)
Max Duley (FA)

Members Absent

Kris Kent

Others Attending

Aaron Carruthers
Lynn Cach
Gabriel Rogin

1. **Call to Order**

Committee Chair Charles Nutt (SA) called the meeting to order at 1:35 p.m.

2. **Establishment of Quorum**

A quorum was present.

3. **Welcome and Introductions**

Members and others introduced themselves.

4. **Public Comments**

None

5. **Approval of the January 26, 2016 Minutes**

It was moved/seconded (Smith [FA]/Yang [SA]) and carried to approve the January 26, 2016 minutes as presented. (For: Smith [FA], Yang [SA], Nutt [SA], Gelber. Abstain: Duley [FA])

6. **Monthly Budget Projections**

Executive Director Aaron Carruthers provided an overview of the monthly budget projections through February, 2016. He stated that we are still projecting a significant deficit in our federal grant (BSG). However, he noted that the federal fiscal year continues through September so there is still time to reduce the deficit.

7. **FY 2016-2017 Proposed Budget**

Budget Officer Lynn Cach presented the 2016-17 proposed budget. She stated that the budget reflects implementation of the structural deficit recommendations and an increase of \$79,000 from AIDD.

Director Carruthers stated that it represents the Council spending the dollars that we receive. Committee Chair Nutt asked if SCDD is still “in the red” this year. Mr. Carruthers responded that we are but we won’t be next year.

Ms. Cach added that we won’t be “in the red” assuming that we meet our targets. She noted that we actually spend more on travel than is reflected in the proposed budget. The amount listed for travel is a target. Ms. Cach also noted the co-location of SCDD Headquarters with the Sacramento Regional Office is not reflected in the proposed budget, as it has not happened yet. The consolidation of the Central Coast Office is included.

Director Carruthers noted that this proposed budget will go to the full Council for approval.

8. **AIDD Funding Formula**

Director Carruthers stated that AIDD’s previous formula was created decades ago. The Council submitted comments on the planned changes to the formula. No one can remember how the current formula was devised. The new formula is clear and transparent. Based on the new formula, California would receive a 5.8% increase. We had hoped to receive confirmation of the new formula by April 1, 2016 but it hasn’t happened yet.

The potential increase for California from the new formula confirms that AIDD has been underfunding California. DRC also thinks that the new formula is fair – it will impact them too. DRC and other stakeholders also submitted letters of support.

Ms. Cach stated that AIDD is updating their population data from 2014 to 2015 before the release the formula. Director Carruthers noted that 60% of the new formula is based on population data.

9. **Allocations based on the new formula**

To be discussed at the next full Council meeting.

10. **Council Member Reimbursement Process**

Gabriel Rogin, SCDD's Acting Chief Deputy Director, updated the committee on the SCDD's reimbursement process for Council Members. Mr. Rogin suggested that all Council Members would benefit from an overview of the process. The Committee agreed and suggested that Mr. Rogin provide an update at a full Council meeting.

11. **Adjournment**

The meeting was adjourned at 2:11 p.m.

**COMMITTEE MEETING
AGENDA ITEM DETAIL SHEET**

ISSUE: Extension of workers' compensation coverage.

SUMMARY: The Council maintains a workers' compensation policy for SCDD employees. Under state law, an employer has the option of extending coverage to its volunteers. Therefore, the Council is being asked to approve extension of its current policy to certain Councilmembers.

BACKGROUND/DISCUSSION: Under state law, employers, including the State of California, are required to provide workers compensation benefits to employees who sustain a work related injury or illness.

Most California State departments are parties to the State's Master Agreement between the State of California and the State Compensation Insurance Fund (SCIF). The Master Agreement allows State departments to be self-insured and to use SCIF as a third-party administrator to handle administrative and actuarial services related to benefits and claims. Smaller departments with small budgets can be at risk of incurring underfunded liabilities if they use the Master Agreement because they may not have enough money to pay on claims. Therefore, these smaller departments, like SCDD, can choose to get and pay for their own policy with SCIF. SCDD has had its own policy with SCIF for a number of years, similar to a private employer.

The Council is being asked to approve extending SCDD's workers compensation policy to all Councilmembers except for Councilmembers who are employed by state agencies or a federal partner and who are appointed by virtue of their employment under the Developmental Disabilities Act. The cost for this coverage is an estimated \$869.43 per year and would cover wage replacement and medical benefits.

COUNCIL STRATEGIC PLAN OBJECTIVE: N/A

PRIOR COUNCIL ACTIVITY: No formal action; prior information and discussion regarding workers compensation costs (related to facilitation) at August 13, 2013, Executive Committee and September 18, 2013, Council meetings.

RECOMMENDATION: Staff recommends that the Council approve extending workers' compensation coverage.

Specifically, the Council should extend SCDD's workers compensation policy to all Councilmembers except for Councilmembers who are employed by state agencies or a federal partner and who are appointed by virtue of their employment under the Developmental Disabilities Act.

ATTACHMENTS: None.

PREPARED: Gabriel Rogin, Lynn Cach, August 4, 2016

**COMMITTEE MEETING
AGENDA ITEM DETAIL SHEET**

ISSUE: Update - Designated State Agency Annual Review.

SUMMARY: In order to receive federal funding, the Council must periodically review their Designated State Agency. Attached is the Designated State Agency review matrix covering the period of July 1, 2015 through June 30, 2016, provided to you for informational purposes.

BACKGROUND/DISCUSSION: The Developmental Disabilities and Bill of Rights Act, P.L. 106-402, Section 125(c)(6) requires Councils to periodically review their Designated State Agency (DSA) and activities and recommend changes to the Governor, as appropriate. The DSA's responsibility is to support a Council with accounting, financial management, personnel, and other reasonable support services such as information technology.

California Welfare and Institutions Code Section 4530(a) designates the California Health and Human Services Agency (CHHSA) as the DSA for State Council on Developmental Disabilities (SCDD). CHHSA identified the Department of Social Services (DSS) as the entity within CHHSA to provide these administrative support services. SCDD has a contract with DSS for these services.

COUNCIL STRATEGIC PLAN OBJECTIVE: Section 2 of the State Plan parts A through E.

PRIOR COUNCIL ACTIVITY: On July 1, 2015, SCDD submitted its review to the Governor's Office and to the U.S. Department of Health and Human Services, Administration on Intellectual and Developmental Disabilities as part of its compliance for the Fiscal Year 2015 Award No. 1501CABSDD award letter.

RECOMMENDATION: n/a.

ATTACHMENTS: 2016 Designated State Agency Annual Review.

PREPARED: Aaron Carruthers and Robin Maitino, August 4, 2016

Designated State Agency Annual Review

June 2016

CA Department of Social Services Deliverables	DESCRIPTION	Exceed Expectations	Meet Expectations	Not Meet Expectations
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1. ACCOUNTING:

a. Accounts Processing	Process accounts payable/receivable accruals & all invoices including reimbursable contracts; cash receipts and management activities	X		
b. CalSTARS Table	Maintain labor distribution & cost allocation; Process CalSTARS functions, corrections, key entry contract review, payroll tapes and other as needed;		X	
e. Account Maintenance	Maintain Office Revolving Fund and General Cash using CDSS checking accounts; Federal PMS accounts		X	
f. Encumbrance Accounts	Review and encumber procurement documents; process and maintain encumbered accounts;		X	
g. Account Reconciliations	Maintain general ledgers, direct transfers, reports, business services; fixed asset report, year-end financial statements, appropriations and CalSTARS account coding;		X	
h. Federal Reporting	Process all Federal reconciliations, grants, reports, Allotment Expenditure Ledgers;	X		

2. BUSINESS SERVICES & ADMIN SUPPORT:

a. Mail Services	Payroll delivery		X	
b. Forms Management	Process printing and reproduction requests utilizing DGS & Office of Publishing; provide consultation, planning and design services for forms;		X	
c. Transportation Vouchers	Maintain, order and distribute transportation vouchers for SCDD; maintain voucher records;		X	
d. Property Management	Prepare & maintain service agreements for copiers & mail machines; provide & maintain equipment for loan; maintain equipment inventory records; coordinate physical inventory of all equipment;		X	
e. Telecommunications	Provide consultation, training & maintenance of new and current phone lines; calling-cards, cellular phones, 800 number billing activities and CALNET contract service maintenance;		X	
f. Purchasing	Process supplies order requests, publications, subscriptions, and equipments; ensure correct bidding process is utilized; Cal-card maintenance;		X	
g. Space Planning & Acquisition	Search for new or additional office space & location; office alterations; facility maintenance; lease renewals; office design & charge; furniture relocation; computer move and installation; electrical changes and additions;	X		

CA Department of Social Services Deliverables	DESCRIPTION	Exceed Expectations	Meet Expectations	Not Meet Expectations
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3. PERSONNEL SUPPORT:

a. PS222 Processing	Review PS 222 package for completeness and compliance; create 607's; act as authority & provide operational direction on all personnel issues as it relates to PS222 processing or payroll issues; conduct Skelly & Coleman hearings;		See note	
b. Pay Records	Complete payroll and position control functions in accordance with control agency policies and procedures; This includes employees Workers' Compensation; maintain SCDD official personnel files		X	

4. INFORMATION TECHNOLOGY:

a. Web Maintenance	Web Support for a server hosting package for North Valley Regional Office; security and defacement prevention; distribution and replication and back-up; uptime on web site; email feedback and interactive content services.		X	
b. Server/Network Support	Perform backups & restoration as needed; patch management server software; test and upgrade server systems and utilities; defragmenting server's hard drive as needed; configure and update printer queues and hardware; Active Directory & Group Policy Object support; repair & maintenance on all hardware & equipment; Anti-virus security signature distribution; SQL database support & mgt; server monitoring and audits; troubleshooting;		X	
c. Exchange Services and Support	Email accounts administration; adds, deletes and renames; develop mailbox, resource mailbox and distribution lists and data inventory; develop migration plan to new providers if needed;		X	
f. IT Infrastructure	DHCP for Site 39; static IP; WINS; DNS; AD for Authentication and Global Catalog lookup for Outlook; folder security via Global Group; SMS-Patch Management;		X	

Notes:

3a. There have been delays and incomplete tasks. DSS and SCDD are meeting to work through.