



**EXECUTIVE COMMITTEE NOTICE/AGENDA**

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<b>PARTICIPANT CODE:</b>	<b>2982825</b>

**DATE:** Tuesday, August 16, 2016

**TIME:** 10:00 a.m. – 5:00 p.m.

**LOCATION:** State Council on Developmental Disabilities  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811

**TELECONFERENCE LOCATION(S):**  
SCDD Silicon Valley-Monterey Office  
2580 North First Street, Suite 240  
San Jose, CA 95131

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**AGENDA**

- 1. **CALL TO ORDER** N. Yang
- 2. **ESTABLISH QUORUM** N. Yang
- 3. **WELCOME/INTRODUCTIONS** N. Yang
- 4. **PUBLIC COMMENTS**

*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.*

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5.	<b>APPROVAL OF THE APRIL 2016 MINUTES</b>	N. Yang 3
6.	<b>WORKERS' COMPENSATION</b>	G. Rogin 7
7.	<b>ESTABLISH SLATE FOR NOMINATING COMMITTEE</b>	N. Bocanegra 9
8.	<b>DSA ANNUAL REVIEW</b>	A. Carruthers 11
9.	<b>REGIONAL CENTER CONFLICT OF INTEREST WAIVER PROCESS UPDATE</b>	N. Bocanegra
10.	<b>DRAFT OF PROPOSED 2017 SCDD LEGISLATIVE PLATFORM</b>	B. Giovati
11.	<b>ESTABLISH SEPTEMBER COUNCIL AGENDA</b>	All 14
12.	<b>CLOSED SESSION – PERSONNEL</b> <i>Pursuant to Government Code 11126 (a)(1), the Council will have a closed session to consider the evaluation of performance of a public employee.</i>	Bocanegra/Lopez
13.	<b>RECONVENE OPEN SESSION</b> <i>Pursuant to Government Code Section 11126.3 (f), there will be an announcement of any action(s) taken during closed session.</i>	Bocanegra/Lopez
14.	<b>EXECUTIVE DIRECTOR EVALUATION WRAP-UP</b>	A. Lopez
15.	<b>ADJOURNMENT</b>	N. Yang



**DRAFT**  
**Executive Committee Meeting Minutes**  
**April 5, 2016**

**Attending Members**

Ning Yang (SA)  
April Lopez (FA)  
Charles Nutt (SA)  
Janelle Lewis (FA)  
David Forderer (SA)  
Sandra Smith (FA)

**Members Absent**

**Others Attending**

Aaron Carruthers  
Gabriel Rogin  
Lynn Cach  
Vicki Smith  
Jackie Nguyen (FA)  
Natalie Bocanegra  
Sandra Aldana (SA)

**1. CALL TO ORDER**

Committee Chair Ning Yang (SA) called the meeting to order at 9:33 a.m.

**2. ESTABLISH QUORUM**

A quorum was established.

**3. WELCOME/INTRODUCTIONS**

Committee members and others introduced themselves.

**4. APPROVAL OF THE FEBRUARY 9, 2016 MEETING MINUTES**

It was moved/seconded (Lewis [FA]/Forderer [SA]) and carried to approve the minutes as amended. (For: Yang [SA], Smith [FA], Lewis [FA], Nutt [SA], Lopez [FA], Forderer [SA])

Amendment made to the February 9, 2016 Meeting Minutes: Change Charles Harmon-Nutt to Charles Nutt.

**5. PUBLIC COMMENTS**

No public comments.

## 6. APPROVE GRANT CYCLE 39 REGIONAL GOAL AREAS

Deputy Director (A) Vicki Smith reviewed the Cycle 39 grant timelines and focus areas selected by regional offices. The below items were discussed.

- The RFP has been revised to include SPC priorities (e.g. innovation)
- The RFP was posted on April 15, 2016
- The proposals are due to SCDD headquarters on May 31, 2016
- The Council will review staff recommendations during the July, 2016 meeting
- The projects are scheduled to start on October 1, 2016
- Regional focus areas are based on State Plan goals
- All focus areas selected by regional offices are within the top 4 areas of need identified by our recent State Plan Surveys

It was moved/seconded (Nutt [SA]/Lopez [FA]) and carried to approve the grant focus areas selected by the regional offices. (For: Yang [SA], Smith [FA], Lewis [FA], Nutt [SA], Lopez [FA]) Committee member Forderer (SA) was not present for the vote.

## 7. EXECUTIVE DIRECTOR EVALUATION PROCESS AND UPDATE

Committee Chair Yang (SA) changed the order of the day. Agenda Item 13: Executive Director Evaluation was moved without objection. Legal Counsel Natalie Bocanegra presented the Executive Director Evaluation process, which will be distributed at the July Council meeting.

It was moved/seconded (Lewis)(FA)/(Forderer)(SA) and carried to add the supplemental question, "What accomplishment over the past year do you consider most significant?" to the 2016 Executive Director Evaluation. (For: Yang [SA], Smith [FA], Lewis [FA], Nutt [SA], Lopez [FA], Forderer [SA]).

## 8. 2017-21 STATE PLAN OBJECTIVE REVISIONS

Committee member Sandra Smith (FA) reported that there have been some minor changes to the proposed State Plan objectives, based on feedback SCDD received from ITACC. Deputy Director Vicki Smith provided the following information to the Committee on behalf of Committee member Sandra Smith (FA).

Goal 1, Objective 2 was modified to ensure that it clearly identified language to meet the following federal requirements:

- 1) Strengthen for the direct funding of a statewide self-advocacy organization
- 2) Provide opportunities for leaders with developmental disabilities to provide leadership training to other people with developmental disabilities who may become leaders
- 3) Provide opportunities for people with DD to participate in cross-disability leadership coalitions

Goal 6, Objective 1 was also modified to become more targeted and now includes a specific underserved population, the specific disparity that will be addressed, and the activities that will be conducted to remove barriers for that population.

It was also noted that the rest of the objectives have already been approved by the State Plan Committee and that Councilmember Robin Hansen previously expressed concerns about the limited scope of Objective 6.1. However, it was pointed out that 6.1 is a targeted 1-year goal.

Staff will let Councilmember Hansen know that these concerns were addressed.

Additionally, the public comment period remains open and no substantive changes have been necessary based on the comments received so far.

It was moved/seconded (Nutt [SA]/Smith [FA]) and carried to approve the changes to the State Plan Objectives 1.2 and 6.1. (For: Yang [SA], Smith [FA], Nutt [SA], Forderer [SA]). Committee members Lewis (FA) and Lopez (FA) were no longer present at the meeting.

## 9. LPPC RECOMMENDATIONS

No action taken. This topic will be discussed at the May, 2016 Council meeting.

**10. SCDD FY 2015-16 BUDGET PROJECTIONS**

Budget Officer Lynn Cach presented the FY 2016-17 Budget Projections. Ms. Cach stated that the current deficit is slightly lower than previously because we've finished paying out lump sum payments to staff.

Executive Director Carruthers reported that the Council is in good financial standing with sufficient cash flow.

**11. SCDD FY 2016-17 PROPOSED BUDGET**

Budget Officer Lynn Cach presented the revised proposed FY 2016-17 proposed budget to the Committee. She stated that the budget is based on the dollars that we have actually received and it includes the 10 structural deficit recommendations. Ms. Cach also pointed out that the line items with no dollars available indicate the areas that SCDD is not currently spending any money. The next step in the budget approval process will be to take the proposed budget will be to the Council in May.

**12. AIDD FUNDING FORMULA**

Director Carruthers reported that no new information was available and that AIDD is in the process of updating population data from 2014 to 2015. Director Carruthers further reported that the support letter to AIDD indicating that the formula should be fair, clear and transparent was sent immediately following the March Council meeting. The UCEDDs, DRC and other partners also wrote letters of support.

**13. CLOSED SESSION**

This item was tabled.

**14. ESTABLISH MAY COUNCIL AGENDA**

Based on the 2016 Council Planning Calendar and Committee input, May Council agenda items include:

- A focus on employment
- The final draft of the 2016-17 SCDD budget
- Legislative Updates
- An update on the process of reimbursements for travel of Council Members
- Final goals of the State Plan

**15. ADJOURN**

Chairperson Ying Yang adjourned the meeting at 10:16 a.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

## EXECUTIVE COMMITTEE AGENDA ITEM DETAIL SHEET

**ISSUE:** 2016 Officer Elections – Nominating Committee

**SUMMARY:** The Welfare and Institutions Code and the Council’s Bylaws provide the rules and process for electing Members to the positions of Chair and Vice Chair. The first steps of the process should begin no later than August, and the elected officers will begin their new terms in January. The process is detailed below.

**BACKGROUND/DISCUSSION:** Under W&I Code Section 4535(b), the Council is required to elect its Chairperson and Vice Chairperson by a majority vote. The Council must hold the election for its officers every two years during the last Council meeting of the particular election year. (Bylaws Article VII, Section 2.)

Recommendations for officers must be by nomination in the form of a slate of nominees report from the Nominating Committee. However, nominations may also be received from the floor before the election but after the Nominating Committee’s report.

Self-advocate and family-advocate Members of the Council may serve in the Chair and Vice Chair positions. (See W&I Sections 4535(b) and 4521(b)(1).)

Those who may not serve in these officer positions are those members who represent a State of California agency or federal partner or who serve on the Council as the representative of “a nongovernmental agency or group concerned with the provision of services to persons with developmental disabilities.” These are the members listed in W&I Section 4521(b)(2). The Bylaws require the Council to follow the below process:

### *Setting Up the Nominating Committee*

- (1) Executive Committee Develops a Slate of Candidates for the Nominating Committee (August):** The Executive Committee decides on a recommended slate of nominees for the Nominating Committee. (Article IX, Section 2(e)(2)[n].)

- (2) Council's Election of Members to the Nominating Committee (September):** At the September Council meeting, the Executive Committee presents the slate of nominees for the Nominating Committee to the Council. The Council then elects members to the Nominating Committee. (Bylaws Article IX, Section 2(e)(1)[n].)

*Nominating Candidates for the Officer Positions*

- (3) Nominating Committee's Nominations (October):** The Nominating Committee is responsible for nominating Council Members for the officer positions of Chair and Vice Chair. (Bylaws Article VII, Section 3.) Therefore, the Nominating Committee meets to decide on whom to nominate for these positions and develops a list of nominations.

*Electing the Officers*

- (4) Council's Election of Officers (November):** The Nominating Committee presents its nominations to the Council. As mentioned, nominations may be received from the floor before the election, but after the report of the Nominating Committee. (Article VII, Section 3.) The Council must elect its officers at the last meeting of the year from among the nominations. (Bylaws Article VII, Section 2.)

*Installing the Officers*

- (5) Beginning of New Terms (January):** The Council Members elected to the Chair and Vice Chair positions each begin their term of office on January 1<sup>st</sup>.

**RECOMMENDATION(S):** Establish a recommended slate of nominees for the Nominating Committee.

**ATTACHMENTS(S):** None.

**PREPARED:** Legal Counsel Natalie Bocanegra, 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.

# 2016 COUNCIL PLANNING CALENDAR

## JANUARY 2016 – HILTON HOTEL

Governor's Proposed Budget and Draft SCDD 16-17 Budget Committee and Task Force Reports  
Bylaw Review

Focus Topic: 2017-21 State Plan

## MARCH 2016 – CROWNE PLAZE HOTEL

Self-Determination Statewide Workgroup Update  
Draft SCDD 16-17 Budget  
Legislative Positions  
Committee and Task Force Reports

Focus Topic: AIDD Commissioner Aaron Bishop

## MAY 2016 – CROWNE PLAZE HOTEL

Governor's May Revise Update  
Adopt SCDD 16-17 Budget  
2017-21 State Plan Review  
Legislative Position Updates

Focus Topic: Employment

## JULY 2016 – DOUBLETREE HOTEL

Governor's State Budget Update  
Mini Grant Proposal  
2011-16 State Plan Closeout  
2017-21 State Plan Approval  
Committee and Task Force Reports

Focus Topic: DD Overview and Current Trends.

## SEPTEMBER 2016 – DOUBLETREE HOTEL

Executive Director Annual Evaluation (Closed Session)  
Nominating Committee  
Legislative Platform Revisions  
HCBS Follow-up  
Committee and Task Force Reports

Focus Topic: Panel Health Exercise Impacts on Individuals with I/DD and Special Olympics

## NOVEMBER 2016 (LOCATION/DATE TBD)

Policy Planning for 2017  
2017 Council Elections  
2016 PPR  
Committee and Task Force Reports

Focus Topic: Self-Determination