



## **Chief Deputy Director's Report July 22, 2016**

Began as Acting Chief Deputy Director on November 10, 2015.

Manage SCDD internal operations. Collaborate with staff to maximize efficiency and maintain a high level of performance, in order to advance our advocacy, capacity building and systems change efforts.

### **Policy**

- Worked with the SCDD Chairperson and staff to implement a Statewide Self-Determination Advisory Committee meeting.
- Gathered input from the Statewide Self-Determination Advisory Committee on the SDP Training Modules and submitted to the Department of Developmental Services.

### **Administrative**

- Continued implementation of the Council's Structural Deficit Recommendations.
- Supported the Deputy Director of Regional Office Operations to manage the State Plan process.
- Worked with the Deputy Director of Regional Office Operations to redesign and execute the Cycle 39 Program Development Grant process.
- Supported the Deputy Director of Regional Office Operations with preparations for the hearings on the consolidation of the Central Coast and Silicon Valley/Monterey Bay Regions.
- Worked with staff to facilitate a Membership Committee meeting focused on filling Council and Regional Advisory Committee vacancies.

- Supported the Deputy Director of Policy and Planning with the completion of an internal Communication Plan and the 2015 Employment-First Report.
- Continued supervision of the Quality Assurance and Clients' Rights Advocacy/Volunteer Advocacy Services programs; worked with the Quality Assurance Manager to submit budget projections to the Department of Developmental Services.
- Supported the Personnel Officer with a response to a Compliance Review from the State Personnel Board.
- Communicated with the State Controller's Office and State Personnel Board regarding charges for CalATERS and Compliance Reviews.
- Presented at Regional Managers' meeting on preparations for upcoming Membership Committee and gathering HCBS feedback for Council.
- In coordination with the Executive Team, tracked progress on short and long-term organizational goals.

## **Personnel**

- Worked with the Personnel Officer on recruitment, screening and interview processes for vacant positions at SCDD Headquarters.
- Conducted interviews for vacant positions at SCDD Headquarters.
- Supported the transition of the new Bay Area Manager.
- Met with the Deputy Director of Regional Office Operations and individual Regional Managers, as necessary.
- Led a meeting of the SCDD Disability Advisory Committee.
- Conducted an "All HQ" meeting to provide updates on hiring process and agreed to regular future meetings.
- In coordination with Executive Team, addressed on-going training and personnel needs.