



## **ADMINISTRATIVE COMMITTEE MEETING NOTICE/AGENDA**

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**DATE:** April 23, 2014  
**TIME:** 1:00 - 3:00 p.m.  
**LOCATION:** State Council on Developmental Disabilities  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811  
(916) 322-8481

### **TELECONFERENCE SITE:**

**Area Board 4**  
236 Georgia Street, Suite 201  
Vallejo, CA 94590

**Area Board 11**  
2000 E. Fourth Street, Ste. 115  
Santa Ana, CA 92705

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|----------------------------------------------|------------|---|
| 1. <b>CALL TO ORDER</b>                      | M. KENNEDY |   |
| 2. <b>ESTABLISHMENT OF QUORUM</b>            | M. KENNEDY |   |
| 3. <b>WELCOME/INTRODUCTIONS</b>              | M. KENNEDY |   |
| 4. <b>APPROVAL OF MARCH 26, 2014 MINUTES</b> | M. KENNEDY | 3 |

**5. PUBLIC COMMENTS**

This item is for members of the public only to provide an opportunity to comments and/or present Information to the Committee 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. The Committee will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.

6.	<b>REVIEW OF MTARS WORK PLAN</b>	R. NEWTON	5
7.	<b>DSA REVIEW</b>	R. NEWTON	8
8.	<b>OFFICE LEASES</b>	R. NEWTON	
9.	<b>TRANSITION PLAN</b>	R. NEWTON	9
10.	<b>REVIEW OF SAMPLE DSA MOU'S</b>	ALL	
11.	<b>DEVELOPMENT OF FACILITATION POLICY</b>	ALL	
12.	<b>OTHER POLICIES AND PROCEDURES</b>	ALL	
13.	<b>FUTURE AGENDA ITEMS</b>	ALL	
14.	<b>ADJOURNMENT</b>	M. KENNEDY	

For additional information regarding this agenda, please contact Robin Maitino,  
1507 21<sup>st</sup> Street, Suite 210, Sacramento, CA 95811, (916) 322-8481

**D R A F T**

**Administrative Committee Meeting Minutes  
March 26, 2014**

**Attending Members**

Eric Gelber  
Max Duley  
Molly Kennedy  
Ning Yang  
Ray Ceragioli

**Members Absent**

Kris Kent

**Others Attending**

Lynn Cach  
Mark Polit  
Nancy Dow  
Roberta Newton  
Robin Maitino  
Ed Steele

1. **Call to Order**

Ning Yang called the meeting to order at 1:14 p.m.

2. **Welcome and Introductions**

Members and others introduced themselves.

3. **Approval of the March 26, 2014 Minutes**

It was moved/seconded (Ceragioli/Yang) and carried to approve the March 26, 2014 minutes as presented.

4. **Public Comments**

There were no public comments.

5. **Approve New Captioning Contract**

It was moved/seconded (Ceragioli/Duley) and carried to approve the eCaptions.com contract in the amount of \$10,600.00.

6. **Draft 2014-15 Budget**

It was moved/seconded (Yang/Ceragioli) and carried to recommend approval of the 2014-15 Proposed Budget and 2014-15 Proposed Budget Assumptions and Proposals to the Executive Committee.

7. **Review of 2014 Work Plan**

Roberta Newton went over the work plan on pages 16-18 of the packet and provided the Committee an update on the status of each activity. Due to the duplication of activities on the Administrative Work Plan (pages

12-15 of the packet), Molly and Roberta decided to discard this and adopt the MTARS work plan.

8. **Review of Regional Center Conflict of Interest Waiver Process**

Per Molly, this item was previously approved. No further action taken.

9. **Review of Sample DSA MOU's**

The Committee decided to conduct the MTARS-recommended review of the DSA before tackling an MOU with the DSA. Roberta agreed that she would carry out that assignment before departing her position.

10. **Development of Facilitation Policy**

Development of a facilitation policy was discussed using the legal opinion provided by CalHR on November 21, 2014 as a guide. The Committee requested that this task be assigned to new legal counsel. Once drafted, the policy will go before the Administrative and Self-Advocacy Advisory Committee's for discussion/revision and then the Executive Committee before being considered by the full Council.

11. **Other Policies and Procedures**

There was a brief discussion about other policies that are needed based on the MTARS work plan. This work awaits the hiring of a Chief Deputy for Administration.

12. **Future Agenda Items**

The next meeting is April 23, 2014 at 1 p.m. Future agenda items will include MTARS updates, work plan updates, and the Executive Director transition.

13. **Adjournment**

Molly Kennedy adjourned the meeting at 2:50 p.m.

MAJOR TASKS, GOALS & ACTIVITIES	TARGET DATE/ FREQUENCY	Responsibility	Completed	Committee Approved	Council Approved
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**I. Legislation Revision**

**I.1 Governor's Authority to Hire Council Staff, Area Board representatives and continuation of service**

1.1. Select legislator (Chesbro) to carry legislative changes	1/17/14	Polit	Yes		
1.2. Review of Lanterman Act for applicable sections for revisions	Feb 1—Mar 31	Polit MTARS Comm	Yes		
1.3. Write new language for sections identified to be revised or deleted to comply with DD Act	Feb 1 – Mar 31	Polit MTARS Comm	In develop- ment		
1.4. Council to approve new legislative concepts	3/20/2014	Council	Yes		
1.5. Chesbro to introduce language to legislature	3/26/2014	Polit	Yes		
1.6. Governor signs bill	9/2014				
1.7. Legislation to take effect	1/1/2015				

MAJOR TASKS, GOALS & ACTIVITIES	TARGET DATE/ FREQUENCY	Responsibility	Completed	Committee Approved	Council Approved
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## II. By-Law Amendments

### II.1 Membership Committee

II.1.	Write language to change by-laws to create membership committee	4/2014	Bocanegra/ Aguilar	Yes	Yes	
II.2.	Start E-mail campaign by local area offices to recruit new members to State Council.	2/28/2014	Newton/local area offices	Yes		
II.3.	Council to approve changes to by-laws to create membership committee	5/29/2014	Council	No		
II.4.	Chair to make appointments to membership committee	5/2014	Chair			
II.5.	First committee meeting to be held	6/2014	Chair/ Bocanegra			
II.6.	Membership committee to meet quarterly	Quarterly	Chair/ Bocanegra			
II.7.	Provide status update to Governor's Office quarterly.	Jul 1 and then quarterly	Chair			

### II.2 State Plan Committee

II.8.	Write language to change by-laws to re-constitute a combined State Plan and Grant Committee	5/2014	Bocanegra/ Aguilar			
II.9.	Council to approve changes to by-laws to re-constitute State Plan Committee	5/29/2014	Council	No		

<b>MAJOR TASKS, GOALS &amp; ACTIVITIES</b>		<b>TARGET DATE/ FREQUENCY</b>	<b>Responsibility</b>	<b>Completed</b>	<b>Committee Approved</b>	<b>Council Approved</b>
II.10.	Chair to make appointments to State Plan Committee	5/2014	Chair	Yes		
II.11.	First meeting held	6/30/2014				
II.12.	Meetings held quarterly	Ongoing				
II.13.	Quarterly Progress Reports	10/1/2014 and then quarterly	Chair			
<b>III. Administrative Committee and Designated State Agency Review</b>						
III.1.	Evaluate current Memorandum of Understanding (MOU) & review other states MOUs	4/2014	Admin Comm			
III.2.	Draft MOU and meet with DSA to discuss review by July 2014 Administrative Committee	7/2014	Admin Comm			
III.3.	Meet with DSA and discuss/revise as needed draft MOU	9/2014	Admin Comm			
III.4.	Execute and sign MOU	11/2014	Admin Comm			
III.5.	Evaluate the DSA	4/2014	Admin Comm			
III.6.	Revise Contract Manual Submit to Exec Committee for review	2/27/2014 4/2014	Admin Chair	Yes		
III.7.	Approve Contract Manual	5/2014	Council			
III.8.	Complete comprehensive Policy and Procedure Manual	12/31/2014	Admin Comm			



a. DESIGNATED STATE AGENCY.—

1. RESPONSIBILITIES.—

- A. IN GENERAL.—The designated State agency shall, on behalf of the State, have the responsibilities described in subparagraphs (B) through (G).
- B. SUPPORT SERVICES.—The designated State agency shall provide required assurances and support services as requested by and negotiated with the Council.
- C. FISCAL RESPONSIBILITIES.—The designated State agency shall—
  - i. receive, account for, and disburse funds under this subtitle based on the State plan required in section 124; and
  - ii. provide for such fiscal control and fund accounting procedures as may be necessary to assure the proper disbursement of, and accounting for, funds paid to the State under this subtitle.
- D. RECORDS, ACCESS, AND FINANCIAL REPORTS.—The designated State agency shall keep and provide access to such records as the Secretary and the Council may determine to be necessary. The designated State agency, if other than the Council, shall provide timely financial reports at the request of the Council regarding the status of expenditures, obligations, and liquidation by the agency or the Council, and the use of the Federal and non-Federal shares described in section 126, by the agency or the Council.
- E. NON-FEDERAL SHARE.—The designated State agency, if other than the Council, shall provide the required non-Federal share described in section 126(c).
- F. ASSURANCES.—The designated State agency shall assist the Council in obtaining the appropriate State plan assurances and in ensuring that the plan is consistent with State law.
- G. MEMORANDUM OF UNDERSTANDING.—On the request of the Council, the designated State agency shall enter into a memorandum of understanding with the Council delineating the roles and responsibilities of the designated State agency.

# TRANSITION PLAN 2014

## **I Administrative Needs**

Orient new ED to basic state government rules; contact info

Recruit for and work with GO in appointing Deputy Director/Chief Deputy for Administration

FISMA CAP due 6/30/14

OST Request due 5/1/14 -- DONE

Deputy to Analyze Admin Unit for workload balance and possible reorganization

Develop policies and procedures for admin

Ensure staff get needed training – DGS classes, federal contract class

Negotiate DSS IA

Long Range Fiscal Planning: structural deficit: merge area boards?

## **II Personnel Needs**

Area Boards need training in Calstars

E.D.s need management training

Look at salary scales for ED/CPS. Consider converting EDs to SSM positions

Personnel Manager needs ongoing training, especially of exams

Disability Advisory Committee needs to convene and meet

Managers needs to be trained and overseen in principles of progressive discipline

Possible elimination of some Area Board E.D.s and/or OTs

## **III Council Needs**

Short term: look at structure and membership of Committees

Review assignments of staff to committees

Bylaws to be revised in May, implement committee changes

Review Bylaws again to ensure consistency with new legislation

Long Term: Look at structure of organization: HQ/Council/Grants/Area Boards

Recruiting for Council members

Ongoing training needs of Council members—expose to principles of DD Act

#### **IV Relationship with Partners/Administration/AIDD & NACDD/Stakeholders**

Ensure implementation of MTARS CAP: Maintain and update work plan

Monthly progress reports; quarterly phone calls with AIDD

Develop MOU with DSA

Weekly call-in and follow-up with DSS on impact of high risk designation

Deal with cash flow issue; prioritize bill-paying:

1. Pay AmEx bills
2. Utilities: phone, electricity
3. Reimburse members and staff for travel
4. Small businesses
5. QA & VAS Invoices
6. Cal-Card Accounts
7. Bills for Essential services: reasonable accommodations; teleconferencing; language line services

Take more active role nationally

#### **V Policy Unit**

Review LPPC packets/activities proactively

Participate/lead discussion of annual goals/priorities

Keep track of Deputies' schedule

#### **VI Special Projects: QA, CRA/VAS**

Fiscal planning for eventual loss of contracts

Ensure appropriate oversight of contract managers

Assign attorney to develop facilitation policy in consultation with Nolan, Polit and SA consultant