



ADMINISTRATIVE COMMITTEE MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: October 2, 2013
TIME: 2-4 p.m.
LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
(916) 322-8481

TELECONFERENCE SITES:

Area Board 7
2580 North First Street, Suite 240
San Jose, CA 95131

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

Eastern Los Angeles Regional Center
13215 Penn Street, Suite 410
Whittier, CA 90602

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 September 25, 2013.

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|---|------------|---|
| 1. CALL TO ORDER | M. KENNEDY | |
| 2. ESTABLISHMENT OF QUORUM | M. KENNEDY | |
| 3. WELCOME/INTRODUCTIONS | M. KENNEDY | |
| 4. APPROVAL OF AUGUST 29, 2013 MINUTES | 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. **CONTINUED DISCUSSION OF ROLLOVER FUNDS & DELEGATED SPENDING AUTHORITY** ALL
- 7. **UPDATE ON DSS ADMINISTRATIVE SUPPORT SERVICES** R. NEWTON
- 8. **CONFLICT OF INTEREST, SPONSORSHIP, AND RELATED POLICIES** M. CORRAL 5
- 9. **AREA BOARDS' 2013-14 LINE ITEM BUDGETS** R. NEWTON 25
- 10. **FY 2013-2014 CONTRACTS** R. NEWTON 49
- 11. **TRANSITION REPORT** ALL
- 12. **YEAR-END ACTIVITIES (FISMA, PPR)** R. NEWTON 50
- 13. **SCHEDULE NEXT MEETING AND FUTURE AGENDA ITEMS** ALL
- 14. **ADJOURNMENT** M. KENNEDY

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

DRAFT

**Administrative Committee Meeting Minutes
August 29, 2013**

Attending Members

David Forderer
Molly Kennedy
Ray Ceragioli

Members Absent

Brian Gutierrez
Kris Kent

Others Attending

Lynn Cach
Mark Polit
Melissa Corral
Roberta Newton
Robin Maitino
Wayne Glusker

1. **Call to Order**
Molly Kennedy called the meeting to order at 2:10 p.m. and established a quorum present.
2. **Welcome and Introductions**
Members and others introduced themselves.
3. **Approval of July 2013 Minutes**
It was moved/second (Ceragioli/Forderer) and carried to approve the July 25, 2013 minutes as presented.
4. **Public Comments**
There were no public comments.
5. **Proposed CDSS Interagency Agreement**
Roberta Newton went over the proposed agreement she sent to CHHS in early August. On August 28, 2013 Kris Kent responded to that proposal with a counter proposal.
6. **2013-14 Area Board Budget Allocations**
Roberta Newton went over the 2013-14 area board allocation amounts with the Committee and pointed out some minor changes she made resulting from past errors in allocation amounts.

7. **2012-13 Year End Expenditures**
There was extensive conversation surrounding the reporting format used by CDSS and the difficulty of tracking unexpended funds. Lynn Cach indicated that she would contact DSS and request clearer reporting. Additionally, Roberta and Lynn identified several SCO direct pays from various other state departments such as DOJ, OTECH, and CalHR. They are working with these departments to try and get a courtesy invoice for tracking purposes.
8. **2012-13 Contract Expenditures**
The Committee reviewed the expenditure amounts as of July 30, 2013 and were advised that invoices are continuing to come in.
9. **Rollover Funds**
After extensive conversation regarding rollover funds, the Committee requested that staff attempt to receive additional information from CDSS as to where funds go when they are not spent.
10. **Draft Incompatible Activities Policy**
Melissa Corral presented the draft incompatible activities policy and explained the differences between the incompatible activities, conflicts of interest, and Council representation policies. The Committee requested that the word "consultant" be defined as it applies in this policy and to also explain the different policies to Council and staff members.
11. **Schedule Next Meeting**
The next meeting was set for Wednesday, October 2, 2013 at 2:00 pm.
12. **Adjournment**
Molly Kennedy adjourned the meeting at 3:50 pm.

DRAFT

INCOMPATIBLE ACTIVITIES POLICY

The California State Council on Developmental Disabilities (SCDD) adopted the attached Incompatible Activities Statement (IAS) in accordance with Government Code Section 19990. This IAS prohibits employees, board and Council members from engaging/participating in any activity that is incompatible with their official role as an employee/board/Council member.

Employees that do not comply with the IAS may be subject to disciplinary action and board/Council members may be subject to notice given to the appropriate appointing authority.

For purposes of this policy, a contractor is defined as a person or company that undertakes a contract to provide materials or labor to perform a service or do a job for the SCDD. A consultant is defined as a person who give advice because of their expertise (what they know) or profession (what they do.)

Incompatible activities include, but are not limited to:

1. Accepting employment (you or a close family member) from a contractor.
2. Serving as a consultant (you or a close family member) to a contractor.
3. Owning or having a financial interest in a contractor or their business.
4. Accepting any gift, money or any other thing of value from a contractor (including reimbursements for expenses.)
5. Using confidential information, time or any materials that belong to SCDD for personal use or the personal use of another person.
6. Using any SCDD resource for something or someone other than the SCDD.

If you are uncertain whether your outside work or activity could represent an incompatible activity, please contact the SCDD Executive Director for assistance.

STATEMENT OF INCOMPATIBLE ACTIVITIES STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Pursuant to Government Code section 19990, the prohibited activities enumerated below are inconsistent, incompatible, and/or in conflict with the duties of officers and employees of the State Council on Developmental Disabilities (SCDD).

1. Using the prestige or influence of an office or employment with the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
2. Using time, facilities, equipment or supplies of the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
3. Using confidential information acquired by virtue of employment by the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone, other than the State, for performance of an act which the officer or employee would be required or expected to render in the regular course of hours of his/her state employment or as part of his/her duties as an officer or employee of the SCDD.
5. Performing an act or activity in a capacity other than that of an officer or employee of the SCDD when the act or activity performed is subject to direct control, inspection, investigation, review, audit or enforcement by the officer or employee or is normally subject to the direct control, inspection, investigations, review, audit or enforcement by the SCDD Area Board to which the officer or employee is assigned.
6. Directly or indirectly receiving or accepting any gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value, from anyone who is doing or seeking to do business of any kind with the state, under circumstances from which it could reasonably be inferred that the gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value was intended to influence him/her in his/her official duties or was intended as a reward of any official action on his/her part.

7. Subject to any other laws, rules, or regulations as pertain hereto, not devoting his/her full time, attention, and efforts to his/her state office or employment during his/her hours of duty as a state officer or employee.

8. Divulging confidential information, data or records of the SCDD to any person to whom the issuance of such information, data or records has not been authorized, or divulging or making use of any records of the SCDD for a mailing list or any other unauthorized purpose.

NAME: _____

Employee's signature below acknowledges receipt of the SCDD Statement of Incompatible Activities.

SIGNATURE

DATE

COUNCIL MEMBER POLICY FOR REPRESENTATION AT OUTSIDE EVENTS

The California State Council on Developmental Disabilities (Council) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to participate in and encourage participation in events, conferences and other activities.

Moreover, the Council may elect to sponsor events, conferences and other activities which may serve to further the mission and vision of the agency.

Relevant Authority

The SCDD Incompatibility Activities Statement provides that:

Pursuant to Government Code section 19990, the prohibited activities enumerated below are inconsistent, incompatible, and/or in conflict with the duties of officers and employees of the State Council on Developmental Disabilities (SCDD).

1. Using the prestige or influence of an office or employment with the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
2. Using time, facilities, equipment or supplies of the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
3. Using confidential information acquired by virtue of employment by the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone, other than the State, for performance of an act which the officer or employee would be required or expected to render in the regular course of hours of

his/her state employment or as part of his/her duties as an officer or employee of the SCDD.

5. Performing an act or activity in a capacity other than that of an officer or employee of the SCDD when the act or activity performed is subject to direct control, inspection, investigation, review, audit or enforcement by the officer or employee or is normally subject to the direct control, inspection, investigations, review, audit or enforcement by the SCDD Area Board to which the officer or employee is assigned.
6. Directly or indirectly receiving or accepting any gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value, from anyone who is doing or seeking to do business of any kind with the state, under circumstances from which it could reasonably be inferred that the gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value was intended to influence him/her in his/her official duties or was intended as a reward of any official action on his/her part.
7. Subject to any other laws, rules, or regulations as pertain hereto, not devoting his/her full time, attention, and efforts to his/her state office or employment during his/her hours of duty as a state officer or employee.
8. Divulging confidential information, data or records of the SCDD to any person to whom the issuance of such information, data or records has not been authorized, or divulging or making use of any records of the SCDD for a mailing list or any other unauthorized purpose.

Policy

No Council member or employee may participate in any business dealing or other arrangement that would allow them to profit, directly or indirectly from their participation.

No Council member or employee may represent the Council in any outside event, conference or any other activity except when specifically authorized to do so by the Council.

Procedure

Council members

In order to represent the Council in any outside event, conference or any other activity, Council members shall bring to the next Council or Executive Committee (whichever is closest in date):

1. A synopsis of the event that includes relevant State Strategic Plan goal(s) and objective(s) met by the event
2. The date of the event
3. Relevant information regarding the attendance of self-advocates and their families.
4. Information regarding any training or replication that may occur by means of this event.
5. Any additional relevant information that would assist the Council or Executive Committee in making a determination to allow the Member to represent the agency at the event.

Employees

Employees shall bring all requests to the Council Executive Director for approval prior to representing the agency at any event.

HISTORICAL DOCUMENTS FOR REFERENCE



State Council on Developmental Disabilities
[Also posted at www.scdd.ca.gov]

DRAFT ADMINISTRATIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, January 23, 2007
TIME: 10:00AM-12:00PM
PLACE: State Council Headquarters Office
1507 21st Street, Suite 210
Sacramento, CA 95814

Attendees:

Ted Martens
Sascha Bittner
Brad Putz
Bill Moore
Shirley Dove

Staff:

Alan Kerzin
Laurie Hoirup
Melissa Corral
Ed Steele
Mike Danti
Szandra Keszthelyi

Members Absent:

Claudia Lima
Marcia Good
Julia Mullen

1. CALL TO ORDER:

Administrative Committee Chair Ted Martens called the meeting to order and confirmed that a quorum was established.

2. PUBLIC COMMENTS:

There were no public comments.

3. MINUTES FROM THE OCTOBER ADMINISTRATIVE MEETING:

IT WAS MOVED/SECONDED (BITTNER/PUTZ) AND CARRIED THAT THE MINUTES FROM THE OCTOBER 24, 2006 ADMINISTRATIVE MEETING BE APPROVED.

4. SALARY CLASSIFICATION ISSUE:

Staff member Ed Steele briefed the Committee that the Area Board Executive Directors are in a P2 category which is a lower pay range than they should be receiving. Mr. Steele explained that due to the increased workloads and enhanced management responsibilities, the job duties of the Executive Director II's has changed dramatically since they were first established at the exempt level of P2. He went on to explain that the Area Board Executive

Directors should be in a management level position.

Mr. Steele recently contacted Department of Personnel Administration, DPA, and they have been given the okay by the Governor's Office to begin reviewing the reclassification packet that was sent over on November 7, 2006. He explained that the SCDD should receive a response in approximately 4-6 weeks. Chair Martens asked that an email be sent out to the Area Board Executive Director's letting them know that this the DPA is currently reviewing this and answer should be given within 4-6 weeks.

Mr. Steele stated that in the meantime the Area Board Executive Director's did receive a 3 1/2% pay increase on December 2006 but did not receive the \$1,000 bonus. He also explained that once this is approved the funds will need to be absorbed out of the SCDD budget, the Department of Finance nor the Governor's Office have not budget more money for this. Staff member Mike Danti explained that the SCDD has salary savings rate of 9.8% for the SCDD, while most departments are between 3-5%.

Chair Martens expressed that he would like to see staff members working to get more money from the Federal and State Government to compensate for the salary increases that will likely occur.

Staff member Steele explained that there were a few options if funds were needed to be absorb the salary increase. First, is to release positions, second, to decrease travel significantly or thirdly, to lower the amount that the SCDD puts into the grant process and/or other operation expenses.

5. 2007-08 GOVERNOR'S BUDGET – STATE COUNCIL:

Staff member Danti gave an overview of the 2007-08 proposed Governor's Budget for the SCDD. He explained that the difference between fiscal year 2006-07 and 2007-08 is an increase of 3.38% due to increases in employee compensation. Staff member Danti also explained the difference between Program, 10, 20 and 40.

Chair Martens asked that for the next Administrative Committee staff provide more information on how each program is budgeted and how the money is allocated.

Councilmember Bittner also asked staff to look at the cost difference between a Council meeting being held in Sacramento compared to out of the area. Chair Martens asked that staff look into ways the SCDD can save money so that at the next Administrative Committee meeting the members can look at options in cutting back.

6. SCDD CONTRACTS:

Executive Director Kerzin explained that the CPS Human Resources Services (CPS) contract is up for renewal on February 1, 2007 to assist in the Strategic Plan Implementation. He explained that the Strategic Planning Sub-Committee would be meeting later that day and would be discussing this.

Executive Director Kerzin also explained that the SCDD was in negotiations with Natoma Systems to provide staff support and overall coordination for the development of an LQA data aggregation system for the SCDD.

It was suggested by Chair Martens to table the LQA database contract until negotiations were over and discuss it further at the next Administrative Committee meeting in February.

7. DEVELOPMENT OF CONFLICT OF INTEREST POLICY FOR COUNCIL GRANT PROGRAMS:

Staff member Corral presented the Committee with material on the current conflict of interest policy as well as Government Code Section 19990-19990.6. Chair Martens explained that the overall goal is to recommend or establish a conflict of interest policy to the Council in order to ensure statutory compliance. Staff member Corral explained that the issues that have arisen in the past are:

1. *Council members serve on Committees that make decisions on what will be funded, beginning with the State Plan and State Plan Objectives selected for funding each year through the Council's grant program.*
2. *A contract was given to the UCEs to review the Council's grant program, all grant documents from Cycle 20-23 were given to the UCEs. (This included all proposals submitted (funded and not funded), technical review document and all completed score sheets.) UCEs have submitted proposals for, and received, grants in the past.*
3. *Based on discussions at Council meetings Council members are given additional, non-readily available information regarding all Council functions.*

Executive Director Kerzin agreed that while organizations that Council members are affiliated with do receive grants, a policy needs to be set into place stating that Council members themselves cannot benefit from the grant their organization is receiving. It was stated by several Committee members that while organizations that Council members are affiliated with do great things and are very successful grants, there still needs to be a policy in place explaining the process.

Chair Martens asked that Staff member Corral draft a policy and process for the next Administrative Committee meeting.

8. ADJOURNMENT:

The next Administrative Committee meeting is on February 26, 2007 from 1:00PM-3:30PM.

Meeting adjourned at 11:40AM.

PUBLIC CONTRACT CODE SECTION 10410-10412

10410. No officer or employee in the state civil service or other appointed state official shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or in which the officer or employee has a financial interest and which is sponsored or funded, or sponsored and funded, by any state agency or department through or by a state contract unless the employment, activity, or enterprise is required as a condition of the officer's or employee's regular state employment. No officer or employee in the state civil service shall contract on his or her own individual behalf as an independent contractor with any state agency to provide services or goods.

10411. (a) No retired, dismissed, separated, or formerly employed person of any state agency or department employed under the state civil service or otherwise appointed to serve in state government may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decisionmaking process relevant to the contract while employed in any capacity by any state agency or department. The prohibition of this subdivision shall apply to a person only during the two-year period beginning on the date the person left state employment.

(b) For a period of 12 months following the date of his or her retirement, dismissal, or separation from state service, no person employed under state civil service or otherwise appointed to serve in state government may enter into a contract with any state agency, if he or she was employed by that state agency in a policymaking position in the same general subject area as the proposed contract within the 12-month period prior to his or her retirement, dismissal, or separation. The prohibition of this subdivision shall not apply to a contract requiring the person's services as an expert witness in a civil case or to a contract for the continuation of an attorney's services on a matter with which he or she was involved prior to leaving state service.

STATEMENT OF INCOMPATIBLE ACTIVITIES STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

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2. Using time, facilities, equipment or supplies of the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.

3. Using confidential information acquired by virtue of employment by the SCDD for the officer's or employee's private gain or advantage, or the private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone, other than the State, for performance of an act which the officer or employee would be required or expected to render in the regular course of hours of his/her state employment or as part of his/her duties as an officer or employee of the SCDD.
5. Performing an act or activity in a capacity other than that of an officer or employee of the SCDD when the act or activity performed is subject to direct control, inspection, investigation, review, audit or enforcement by the officer or employee or is normally subject to the direct control, inspection, investigations, review, audit or enforcement by the SCDD Area Board to which the officer or employee is assigned.
6. Directly or indirectly receiving or accepting any gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value, from anyone who is doing or seeking to do business of any kind with the state, under circumstances from which it could reasonably be inferred that the gift, service, gratuity, favor, entertainment, hospitality, loan or any other thing of value was intended to influence him/her in his/her official duties or was intended as a reward of any official action on his/her part.
7. Subject to any other laws, rules, or regulations as pertain hereto, not devoting his/her full time, attention, and efforts to his/her state office or employment during his/her hours of duty as a state officer or employee.
8. Divulging confidential information, data or records of the SCDD to any person to whom the issuance of such information, data or records has not been authorized, or divulging or making use of any records of the SCDD for a mailing list or any other unauthorized purpose.

**State Council on Developmental Disabilities (SCDD)
Conflict of Interest Policy
(GRANTS)**

In accordance with Government Code Section 19990 *et seq*, Public Contract Code Section 10410 *et seq* and the SCDD's Statement of Incompatible Activities, the Council is committed to integrity and fairness in the conduct of all of its activities.

The interests Council members will inevitably involve them in organizations, causes and other endeavors which may create an actual or perceived conflict with the grants application process. It would be a disadvantage to the Council to deprive it of the involvement of interested colleagues, but their participation in Council decision making cannot violate current law nor impair the fairness and integrity of the grant process.

CONFLICTS OF INTEREST

Conflict of interest situations include but are not limited to the following: 1) Council members and/or their immediate relatives being employed by or doing business with applicant organizations; and, 2) Council members and/or their immediate relatives serving as board members of applicant organizations.

POLICY

In order to address potential conflicts of interest, the Council hereby adopts the following policy with respect to those conflicts that involve members of the Council:

Employees of Applicant Organizations

In accordance with Public Contract Code Section 10410, no Council member may apply for a grant through the PPD Grants Process. This includes situations where Council members are employees of applicant organizations and stand to receive compensation from such, or have any other financial interest in the applicant organization, and will be funded through the PPD Grants Process.

In situations where a Council members' immediate relative is an employee of an applicant organization, the Council member shall disclose the conflict prior to making any related grant decisions. Once such a disclosure has been made, the remaining board members will determine whether or not a conflict exists. Should it be determined that a conflict does exist, the Council member involved shall abstain from voting and shall not participate in any discussion of the grant itself or of the applicant organization. This disclosure shall be a made a part of the public meeting minutes in accordance with the Bagley-Keene Public Meeting Act (Government Code Section 11120 *et seq.*).

Board Members of Applicant Organizations

In situations where the Council member is also a board member of the applicant organization, the Council member shall disclose the conflict prior to making any related grant decisions. The Council member shall abstain from voting and shall not participate in any discussion regarding the grant itself or of the applicant organization. In addition, the Council member must make assurances to the Council that the member will not disclose any Council confidential and/or material information to the applicant organization that would compromise the fairness or integrity of the grants process. Both the disclosure and assurance shall be made a part of the public meeting minutes in accordance with the Bagley-Keene Act.

In situations where a Council members' immediate relative is board member of the applicant organization, the Council member shall disclose the conflict prior to making any related grant decisions. Once such a disclosure has been made, the remaining board members will determine whether or not a conflict exists. Should it be determined that a conflict does exist, the Council member involved shall abstain from voting and shall not participate in any discussion of the grant itself or of the applicant organization. This disclosure shall be a made a part of the public meeting minutes in accordance with the Bagley-Keene Act.

Other Situations

In all other situations where they may be conflict, it is the expectation that the member disclose the possible conflict in order to have an appropriate discussion and finding on the matter. Should it be determined that a conflict does exist, the Council member involved shall abstain from voting and shall not participate in any discussion of the grant itself or of the applicant organization. This disclosure shall be a made a part of the public meeting minutes in accordance with the Bagley-Keene Act.



SCDD SPONSORSHIP POLICIES AND PROCEDURES

The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills. Toward that goal, organizations may apply for Council sponsorships for events that promote consumer and family self-advocacy.

To apply for an **Agency/Organization Sponsorship** you must:

1. Submit a signed written request to the SCDD **at least 90 days** before the event. The request must include this information:
 - a. The name, date, location and description of your event/conference;
 - b. How this conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;
 - c. The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many are expected to be consumers and family members;
 - d. How you will conduct outreach to increase consumer and family involvement in the conference;
 - e. A complete and total budget, including the amount you are requesting (\$999 limit), details on the amount and sources of other funds solicited or obtained;
 - f. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
 - g. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.

2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.

Applicants should be aware of the following policies and procedures:

1. The SCDD Executive Committee is responsible for all Sponsorship decisions.
2. All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.



SCDD SPONSORSHIP POLICIES AND PROCEDURES

The California State Council on Developmental Disabilities (SCDD) believes consumers and families should have control, choice and flexibility in the services and supports they receive. The best way to accomplish this is through increased access to knowledge on which informed choices can be based. Toward that goal, individuals and agencies may apply for Council sponsorships of up to \$999 for events that promote consumer and family self-advocacy. Priority will be given to those individuals who have not previously received an SCDD sponsorship. The Council will make determinations on out-of-state sponsorship supports on a case-by-case basis. The Council may choose to deny out-of-state travel to any conference or event if they find that there is a similar event or service offered within the state of California. The Council may choose to grant a sponsorship including out-of-state travel if they determine that a same or similar event is not available in state.

A. To apply for an Individual Sponsorship you must:

1. Submit a signed written request (no faxes or emails) that is **received in the SCDD Sacramento office** (1507 21st Street, Suite 210 Sacramento, CA 95814) **at least 60 days** before the event. The request must include this information:
 - a. The name, date, location and description of the event you wish to attend;
 - b. How this event will help you be a better self-advocate, and/or how you will use this information to help yourself or others;
 - c. Your total budget for attending this event (including registration, hotel room, travel, meals, etc.) and how much money you are requesting (this amount cannot be more than your actual expenses, and no more than \$999);
 - d. A list of who else you have asked to fund your attendance at this event and what the answer was (if you are a regional center client, you must ask them about paying for you to attend conferences);
 - e. A list of other SCDD sponsorships you have asked for and/or received; and
 - f. A letter of recommendation from a local leader, agency or organization that describes how this will help you be a better self-advocate.

2. Send a short letter to SCDD after the event that describes what you learned and how this information will help you and other self-advocates. If SCDD is meeting near the city where you live, SCDD might ask you to come and speak to the Council in person to talk about what you learned.

[Additional Individual Sponsorship information is found in item C on Page 2]

B. To apply for an Agency/Organization Sponsorship you must:

1. Submit a signed written request (no faxes or emails) that is **received in the SCDD Sacramento office** (1507 21st Street, Suite 210 Sacramento, CA 95814) **at least 90 days** before the event. The request must include this information:
 - a. The name, date, location and description of your conference;
 - b. How this conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;
 - c. The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many are expected to be consumers and family members;
 - d. How you will conduct outreach to increase consumer and family involvement in the conference;
 - e. A complete and total budget, including the amount you are requesting (\$999 limit), details on the amount and sources of other funds solicited or obtained;
 - f. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
 - g. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.
2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.
3. After the event, submit a report to SCDD describing outcomes achieved and how consumers and families benefited.

[Additional Agency Sponsorship information is found in item C below]

C. The following policies/procedures apply to BOTH Individual and Agency Sponsorships:

1. The SCDD Executive Committee is responsible for all Sponsorship decisions.
2. All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.

3. SCDD reserves the right to limit the number of individual requests to attend the same event.
4. No entity may receive more than \$999 in a fiscal year, regardless of the number of separate requests granted.

**State Council on Developmental Disabilities (SCDD)
Conflict of Interest Policy
Community Program Development Grants (CPDG)**

In accordance with Government Code Section 19990 *et seq*, Public Contract Code Section 10410 *et seq* and the SCDD's Statement of Incompatible Activities, the Council is committed to integrity and fairness in the conduct of all of its activities. The interests of Council members will inevitably involve them in organizations, causes and other endeavors which may create an actual or perceived conflict with the CPDG process. It would be a disadvantage to the Council to deprive it of the involvement of interested colleagues, but their participation in Council decision making cannot violate current law nor impair the fairness and integrity of the grant process.

CONFLICTS OF INTEREST

Conflict of interest situations include but are not limited to the following: 1) Council members and/or their immediate relatives being employed by or doing business with applicant organizations; and, 2) Council members and/or their immediate relatives serving as board members of applicant organizations.

POLICY

In order to address potential conflicts of interest, the Council hereby adopts the following policy with respect to those conflicts that involve members of the Council:

Employees of Applicant Organizations

In accordance with Public Contract Code Section 10410, no Council member may apply for a grant through the CPDG process. This includes situations where Council members are employees of applicant organizations and stand to receive compensation from such, or have any other financial interest in the applicant organization, and will be funded through the CPDG process. In situations where a Council members' immediate relative is an employee of an applicant organization, the Council member shall disclose the conflict prior to making any related grant decisions. Once such a disclosure has been made, the remaining board members will determine whether or not a conflict exists. Should it be determined that a conflict does exist, the Council member involved shall abstain from voting and shall not participate in any discussion of the grant itself or of the applicant organization. This disclosure shall be a made a part of the public meeting minutes in accordance with the Bagley-Keene Public Meeting Act (Government Code Section 11120 *et seq.*).

Board Members of Applicant Organizations

In situations where the Council member is also a board member of the applicant organization, the Council member shall disclose the conflict prior to making any related CPDG decisions. The Council member shall abstain from voting and shall not participate in any discussion regarding the grant application. In addition, the Council member must make assurances to the Council that the member will not disclose any Council confidential and/or material information to the applicant organization that would compromise the fairness or integrity of the grants process. Both the disclosure and assurance shall be made a part of the public meeting minutes in accordance with the Bagley-Keene Act. In situations where a Council members' immediate relative is board member of the applicant organization, the Council member shall disclose the conflict prior to making any related grant decisions. Once such a disclosure has been made, the remaining board members will determine whether or not a conflict exists. Should it be determined that a conflict does exist, the Council member involved shall abstain from voting and shall not participate in any discussion of the grant application. This disclosure shall be a made a part of the public meeting minutes in accordance with the Bagley-Keene Act.

Other Situations

In all other situations where there may be a conflict, it is the expectation that the member disclose the possible conflict in order to have an appropriate discussion and finding on the matter. Should it be determined that a conflict does exist, the Council member involved shall abstain from voting and shall not participate in any discussion of the grant itself or of the applicant organization. This disclosure shall be a made a part of the public meeting minutes in accordance with the Bagley-Keene Act.

BSG

AB1 This Report:

Date Prepared:

8/30/2013

		07/01/13- 09/30/13	10/01/13- 12/31/13	01/01/14- 03/31/14	04/01/14- 06/30/14	
A. PERSONAL SERVICES	Budget *	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
		Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
Salary & Wages	\$147,189	\$0	\$0	0	\$0	\$0
Temporary Help (RA 6 Mos)	6,000					-
Overtime						-
Salary Savings ^a	(11,281)					
Net Salaries and Wages	141,908					
Staff Benefits ^a	46,592	-	-	-	-	0
TOTAL PERSONAL SERVICES	188,500	0	0	0	0	0
B. OPERATING EXPENSES & EQUIPMENT (OE&E)						
General Expense	\$ 3,000	0	0	0	0	0
Printing (copier maintenance)	2,000	0	0	0	0	-
Communications 58/42	2,900	0	0	0	0	0
Postage	3,000	0	0	0	0	0
Travel (In-State)	24,260	0	0	0	0	0
Travel (Out-of-State)	0	0	0	0	0	-
Training	0	0	0	0	0	-
Facilities Operations ¹	20,427	0	0	0	0	0
Utilities	4,900	0	0	0	0	0
Consultant & Professional Services	500	0	-	0	-	-
(Interdepartmental)	(250)	(0)	(0)	(0)	(0)	(0)
(External)	(250)	(0)	(0)	(0)	(0)	(0)
Data Processing	2,000	0	0	0	-	-
Equipment (5000+)	0	0	0	0	0	-
Other Items of Expense	0	0	0	0	0	-
TOTAL OE&E	62,987	0	0	0	0	0
	-	-	-	-	-	-
TOTAL	251,487	0	0	0	0	0

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

*Budget Per 8/14/2013 Allocations

**Sub-Totals and Grand Totals may be slightly off due to formulas and rounding.

^a Reflects Estimated OT Vacancy of 6 mos

¹ Janitorial	840	
¹ Supplies	140	
¹ Rent	19,058	
¹ DGS Fees	389	Per DGS 75/25
	<u>20,427</u>	

Travel Allocation

Area Board 1 has reduced meetings to statutory minimum (4).

Travel expenditures increased substantially due to additional board members and increased mileage and per diem rates.

Anticipated per board meeting cost is: \$4,000.00.

SCDD AB2 Budget Allocation 2013-14

DESCRIPTION	Budget	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Total Expenditures	Balance
A. PERSONAL SERVICES							
Salary & Wages	\$167,393						
Temporary Help	\$0						
Overtime	\$0						
Staff Benefits	\$75,985						
TOTAL PERSONAL SERVICES	\$243,378						
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$2,000						
Printing (Copier Maintenance)	\$4,600						
Communications	\$2,200						
Postage	\$1,600						
Travel (In-State)	\$28,000						
Travel (Out-of-State)	\$0						
Training	\$0						
Facilities Operations	\$12,197						
Utilities	\$1,600						
Consultant & Professional Services (Interdepartmental)	\$0						
(External)	\$0						
Data Processing	\$0						
Equipment (Major)	\$0						
Other Items of Expense (Stipends)	\$1,800						
TOTAL OE&E	\$ 53,997.00						
TOTAL	\$297,375						
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

BASIC STATE GRANT (BSG)

Budget

2013 - 2014

AREA BOARD 3

DESCRIPTION	Budget	Basic State Grant (BSG) BUDGET 2 2013-2014					Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Total Expenditures		
A. PERSONAL SERVICES								
Salary & Wages	\$150,827	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,827	
Temporary Help	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Overtime	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Staff Benefits	\$60,331	\$ -	\$ -	\$ -	\$ -	\$ -	\$60,331	
TOTAL PERSONAL SERVICES	\$211,158	\$0	\$0	\$0	\$0	\$0	211,158	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)								
General Expense	\$7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,750	
Printing (Copier Maintenance)	\$7,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,240	
Communications	\$4,173	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,173	
Postage	\$3,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,945	
Travel (In-State)	\$9,715	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,715	
Travel (Out-of-State)	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Training	\$3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	
Facilities Operations	\$38,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,960	
Utilities	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Consultant & Professional Services	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(Interdepartmental)	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(External)	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Data Processing	\$2,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,750	
Equipment (Major)	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Items Library Pubs/LRP	\$3,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,950	
TOTAL OE&E	\$ 81,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,983	
TOTAL	\$293,141	\$0	\$0	\$0	\$0	\$0	\$ 293,141	
Note: Line Item #28 Publications from LRP- Special Education Research Site								

DESCRIPTION	AB4 BUDGET 2013-2014					Total Expenditures	Balance
	Budget	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$189,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,046.00
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$96,859	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,859.00
TOTAL PERSONAL SERVICES	\$285,905	\$0	\$0	\$0	\$0	\$0	285,905
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$3,100		\$ -			\$ -	\$ 3,100.00
Printing (Copier Maintenance)	\$3,000					\$ -	\$ 3,000.00
Communications	\$2,000	\$ -	\$ -			\$ -	\$ 2,000.00
Postage	\$1,500						\$ 1,500.00
Travel (In-State)	\$15,000	\$ -	\$ -			\$ -	\$ 15,000.00
Travel (Out-of-State)	\$0						\$ -
Training	\$3,772					\$ -	\$ 3,772.00
Facilities Operations	\$23,409						\$ 23,409.00
Utilities	\$2,500						\$ 2,500.00
Consultant & Professional Services	\$5,000						\$ 5,000.00
(Interdepartmental)	\$0						\$ -
(External)	\$0						\$ -
Data Processing	\$0						\$ -
Equipment (Major)	\$0						\$ -
Other Items of Expense (Facilitators)	\$4,000	\$ -	\$ -			\$ -	\$ 4,000.00
TOTAL OE&E	\$ 63,281.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,281.00
TOTAL	\$349,186	\$0	\$0	\$0	\$0	\$0	\$349,186.00
<p>Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.</p>							

DESCRIPTION	Budget	CRA/VAS BUDGET 2013-2014				Total
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Balance
A. PERSONAL SERVICES						
Salary & Wages	\$155,369	\$ -	\$ -	\$ -	\$ -	\$ 155,369.00
Temporary Help	\$0					\$ -
Overtime	\$0					\$ -
Staff Benefits	\$87,265	\$ -	\$ -	\$ -	\$ -	\$ 87,265.00
TOTAL PERSONAL SERVICES	\$242,634	\$0	\$0	\$0	\$0	242,634
B. OPERATING EXPENSE & EQUIPMENT (OE&E)						
General Expense	\$400		\$ -		\$ -	\$ 400.00
Printing (Copier Maintenance)	\$150				\$ -	\$ 150.00
Communications	\$1,153	\$ -	\$ -		\$ -	\$ 1,153.00
Postage	\$125					\$ 125.00
Travel (In-State)	\$700	\$ -	\$ -		\$ -	\$ 700.00
Travel (Out-of-State)	\$0					\$ -
Training	\$0				\$ -	\$ -
Facilities Operations	\$0					\$ -
Utilities	\$0					\$ -
Consultant & Professional Services	\$0					\$ -
(Interdepartmental)	\$0					\$ -
(External)	\$0					\$ -
Data Processing	\$0					\$ -
Equipment (Major)	\$0					\$ -
Other Items of Expense (Stipends)	\$48,067	\$ -	\$ -		\$ -	\$ 48,067.00
TOTAL OE&E	\$ 50,595.00	\$ -	\$ -	\$ -	\$ -	\$ 50,595.00
TOTAL	\$293,229	\$0	\$0	\$0	\$0	\$293,229.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.						

QAP 2013-14
AREA BOARD 5

DESCRIPTION	Budget	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Total Expenditures	Balance
A. PERSONNEL SERVICES							
Salary & Wages	\$101,606					\$0	\$101,606
Temporary Help	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Salary Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Benefits	\$39,885					\$0	\$39,885
TOTAL PERSONNEL SERVICES	\$141,491	\$0	\$0	\$0	\$0	\$0	\$141,491
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$16,781					\$0	\$16,781
Printing (Copier Maintenance)	\$1,824					\$0	\$1,824
Communications	\$1,600					\$0	\$1,600
Postage	\$7,100					\$0	\$7,100
Travel (In-State)	\$10,285					\$0	\$10,285
Travel (Out-of-State)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$4,800		\$0	\$0	\$0	\$0	\$4,800
Facilities Operations	\$16,704					\$0	\$16,704
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant & Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Interdepartmental)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(External)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data Processing (Computer purchase)	\$9,735	\$0	\$0		\$0	\$0	\$9,735
Equipment (Major)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Items of Expense (Stipends)	\$8,500	\$0	\$0	\$0		\$0	\$8,500
TOTAL OE&E	\$77,329	\$0	\$0	\$0	\$0	\$0	\$77,329
TOTAL	\$218,820	\$0	\$0	\$0	\$0	\$0	\$218,820

BSG 2013-14
AREA BOARD 5

DESCRIPTION	Budget	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Total Expenditures	Balance
A. PERSONNEL SERVICES							
Salary & Wages	\$206,743					\$0	\$206,743
Temporary Help	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Salary Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Benefits	\$87,986					\$0	\$87,986
TOTAL PERSONNEL SERVICES	\$294,729	\$0	\$0	\$0	\$0	\$0	\$294,729
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$7,617					\$0	\$7,617
Printing (Copier Maintenance)	\$3,876					\$0	\$3,876
Communications	\$3,400					\$0	\$3,400
Postage	\$11,900					\$0	\$11,900
Travel (In-State)	\$4,840					\$0	\$4,840
Travel (Out-of-State)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Training	\$10,200		\$0	\$0	\$0	\$0	\$10,200
Facilities Operations	\$35,496					\$0	\$35,496
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant & Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Interdepartmental)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(External)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data Processing (Computer purchase)	\$7,140	\$0	\$0			\$0	\$7,140
Equipment (Major)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Items of Expense (Stipends)	\$4,000	\$0	\$0	\$0		\$0	\$4,000
TOTAL OE&E	\$88,469	\$0	\$0	\$0	\$0	\$0	\$88,469
TOTAL	\$383,198	\$0	\$0	\$0	\$0	\$0	\$383,198

BSG/QA
ESTIMATED EXPENDITURES
2013-2014
SCDD/Area Board 6

DESCRIPTION	Budget	AB6 BSG BUDGET 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$149,524					0.00	149,524.00
Temporary Help	\$0						0.00
Overtime	\$0						0.00
Staff Benefits	\$64,082	0.00	0.00			0.00	64,081.80
TOTAL PERSONAL SERVICES	\$213,606	\$0	\$0	\$0	\$0	\$0	213,606
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$11,000		0.00			0.00	11,000.00
Printing (Copier Maintenance)	\$3,182					0.00	3,182.00
Communications	\$3,600	0.00	0.00			0.00	3,600.00
Postage	\$6,900						6,900.00
Travel (In-State)	\$10,000	0.00	0.00			0.00	10,000.00
Travel (Out-of-State)	\$0						0.00
Training	\$1,000					0.00	1,000.00
Facilities Operations	\$27,000						27,000.00
Utilities	\$0						0.00
Consultant & Professional Services	\$0						0.00
(Interdepartmental)	\$809						809.00
(External)	\$3,000						3,000.00
Data Processing	\$0						0.00
Equipment (Major)	\$2,500						2,500.00
Other Items of Expense (Stipends)	\$500	0.00	0.00			0.00	500.00
TOTAL OE&E	69,491.00	0.00	0.00	0.00	0.00	0.00	60,491.00
TOTAL	\$283,097	\$0	\$0	\$0	\$0	\$0	283,097.00

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

**BSG/QA
ESTIMATED EXPENDITURES
2013-2014
SCDD/Area Board 6**

DESCRIPTION	Budget	QA BUDGET 2013-2014				Total Expenditures	Balance
		AB6 1st Quarter Expenditure	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$90,791					0.00	90,791.00
Temporary Help	\$0						0.00
Overtime	\$0						0.00
Staff Benefits	\$41,000	0.00	0.00			0.00	41,000.00
TOTAL PERSONAL SERVICES	\$141,791	\$0	\$0	\$0	\$0	\$0	141,791
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$5,000		0.00			0.00	5,000.00
Printing (Copier Maintenance)	\$2,500					0.00	2,500.00
Communications	\$2,400	0.00	0.00			0.00	2,400.00
Postage	\$5,000						5,000.00
Travel (In-State)	\$7,000	0.00	0.00			0.00	7,000.00
Travel (Out-of-State)	\$0						0.00
Training	\$1,000					0.00	1,000.00
Facilities Operations	\$18,000						18,000.00
Utilities	\$0						0.00
Consultant & Professional Services (Interdepartmental)	\$0						0.00
(External)	\$500						500.00
Data Processing	\$1,000						1,000.00
Equipment (Major)	\$0						0.00
Equipment (Major)	\$2,252						2,252.00
Other Items of Expense (Stipends)	\$8,000	0.00	0.00			0.00	8,000.00
TOTAL OE&E	52,652.00	0.00	0.00	0.00	0.00	0.00	52,652.00
TOTAL	\$194,443	\$0	\$0	\$0	\$0	\$0	194,443.00

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

ESTIMATED EXPENDITURES: BSG, QA 2012-2013
Area Board 7

Total BSG & QA BUDGET 2012-2013							
DESCRIPTION	Budget	Expenditures				Total Expenditures	Balance
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
A. PERSONAL SERVICES							
Salary & Wages	\$180,000					\$ 180,000.00	
Temporary Help						\$ -	
Overtime						\$ -	
Staff Benefits	\$92,172					\$ 92,172.00	
All Other Personal Expensesv (Wrk. Cmp	\$21,000					\$ 21,000.00	
TOTAL PERSONAL SERVICES	\$293,172	\$0	\$0	\$0	\$0	293,172	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$1,500					\$ 1,500.00	
Printing (Copier Maintenance)	\$2,000					\$ 2,000.00	
Communications	\$2,275					\$ 2,275.00	
Postage	\$2,000					\$ 2,000.00	
Travel (In-State)	\$4,000					\$ 4,000.00	
Travel (Out-of-State)	\$0					\$ -	
Training	\$250					\$ 250.00	
Facilities Operations	\$58,261					\$ 58,261.00	
Utilities	\$0					\$ -	
Consultant & Professional Services	\$0					\$ -	
(Interdepartmental)	\$0					\$ -	
(External)	\$0					\$ -	
Data Processing	\$0					\$ -	
Equipment (Major)	\$0					\$ -	
Other Items of Expense	\$0					\$ -	
TOTAL OE&E	\$ 70,286.00	\$ -	\$ -	\$ -	\$ -	\$ 70,286.00	
TOTAL	\$363,458	\$0	\$0	\$0	\$0	\$ 363,458.00	
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

ESTIMATED EXPENDITURES: BSG, QA2012-2013
Area Board 7

DESCRIPTION	BSG BUDGET 2012-2013						Total Expenditures	Balance
	Budget	1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures	Total Expenditures		
A. PERSONAL SERVICES								
Salary & Wages	\$200,235	\$ 50,022.00	\$ 59,750.00	\$ 36,381.00	\$ 32,865.00	\$ 179,018.00	\$ 21,217.00	
Temporary Help	\$0						\$ -	
Overtime	\$0						\$ -	
Staff Benefits	\$80,094	\$ 34,907.00	\$ 29,669.00	\$ 27,862.00	\$ 18,697.00	\$ 111,135.00	\$ (31,041.00)	
TOTAL PERSONAL SERVICES	\$280,329	\$84,929	\$89,419	\$64,243	\$51,562	\$290,153	9,824	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)								
General Expense	\$0	\$ 110.00	\$ -	\$ 90.00	\$ 528.00	\$ 728.00	\$ (728.00)	
Printing (Copier Maintenance)	\$0	\$ 461.00	\$ 551.00	\$ 461.00	\$ 45.00	\$ 1,518.00	\$ (1,518.00)	
Communications	\$0	\$ 858.00	\$ 655.00	\$ 546.00	\$ 568.00	\$ 2,627.00	\$ (2,627.00)	
Postage	\$0	\$ 100.00	\$ 59.00	\$ 1,590.00	\$ 59.00	\$ 1,808.00	\$ (1,808.00)	
Travel (In-State)	\$0	\$ 866.00	\$ 569.00	\$ 1,211.00	\$ 732.00	\$ 3,378.00	\$ (3,378.00)	
Travel (Out-of-State)	\$0						\$ -	
Training	\$0					\$ -	\$ -	
Facilities Operations	\$38,086	\$ 13,566.00	\$ 13,985.00	\$ 13,818.00	\$ 13,820.00	\$ 55,189.00	\$ (17,103.00)	
Utilities	\$0						\$ -	
Consultant & Professional Services (Interdepartmental)	\$0						\$ -	
(External)	\$0						\$ -	
Data Processing	\$0						\$ -	
Equipment (Major)	\$0						\$ -	
Other Items of Expense (Stipends)	\$0	\$ 54.00	\$ 42.00	\$ 66.00	\$ 72.00	\$ 234.00	\$ (234.00)	
All Other Operating Expenses	\$52,000	\$ 2,449.00	\$ 1,876.00	\$ 3,964.00	\$ 2,004.00	\$ 10,293.00	\$ 41,707.00	
TOTAL OE&E	\$ 90,086.00	\$ 16,015.00	\$ 15,861.00	\$ 17,782.00	\$ 15,824.00	\$ 65,482.00	\$ 24,604.00	
TOTAL	\$370,415	\$100,944	\$105,280	\$82,025	\$67,386	\$355,635	\$ 14,780.00	

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

ESTIMATED EXPENDITURES: BSG, QA 2012-2013
Area Board 7

DESCRIPTION	Budget	QA BUDGET 2012-2013				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$95,805	\$ 23,946.00	\$ 22,128.00	\$ 20,182.00	\$ 18,873.00	\$ 85,129.00	\$ 10,676.00
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$38,322	\$ 11,897.00	\$ 10,731.00	\$ 10,230.00	\$ 9,850.00	\$ 42,708.00	\$ (4,386.00)
TOTAL PERSONAL SERVICES	\$134,127	\$35,843	\$32,859	\$30,412	\$28,723	\$127,837	6,290
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$0		\$ -		\$ 1,069.00	\$ 1,069.00	\$ (1,069.00)
Printing (Copier Maintenance)	\$0				\$ 416.00	\$ 416.00	\$ (416.00)
Communications	\$0	\$ 120.00	\$ -		\$ -	\$ 120.00	\$ (120.00)
Postage	\$5,800	\$ 93.00	\$ 55.00	\$ 5,583.00	\$ 254.00	\$ 5,985.00	\$ (185.00)
Travel (In-State)	\$0	\$ 401.00	\$ 614.00	\$ 538.00	\$ 811.00	\$ 2,364.00	\$ (2,364.00)
Travel (Out-of-State)	\$0						\$ -
Training	\$0				\$ -	\$ -	\$ -
Facilities Operations	\$16,322				\$ -	\$ -	\$ 16,322.00
Utilities	\$0						\$ -
Consultant & Professional Services	\$0						\$ -
(Interdepartmental)	\$0						\$ -
(External)	\$0						\$ -
Data Processing	\$0						\$ -
Equipment (Major)	\$0						\$ -
Other Items of Expense (Stipends)	\$0	\$ 3,406.00	\$ 12.00	\$ 18.00	\$ 1,424.00	\$ 4,860.00	\$ (4,860.00)
All Other Operating Expenses	\$30,000	\$ 4,020.00	\$ 681.00	\$ 6,139.00	\$ 3,974.00	\$ 14,814.00	\$ 15,186.00
TOTAL OE&E	\$ 52,122.00	\$ 4,020.00	\$ 681.00	\$ 6,139.00	\$ 3,974.00	\$ 14,814.00	\$ 37,308.00
TOTAL	\$186,249	\$39,863	\$33,540	\$36,551	\$32,697	\$142,651	\$ 43,598.00

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

**CRA/VAS PROJECT
ESTIMATED EXPENDITURES
2012-2013
Area Board 8**

DESCRIPTION	Budget	AB 8 CRA/VAS BUDGET 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$259,957					\$ -	\$259,957.00
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$101,637					\$ -	\$101,637.00
TOTAL PERSONAL SERVICES	\$361,594	\$0	\$0	\$0	\$0	\$0	361,594
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$300					\$ -	\$ 300.00
Printing (Copier Maintenance)	\$400					\$ -	\$ 400.00
Communications	\$500					\$ -	\$ 500.00
Postage	\$300						\$ 300.00
Travel (In-State)	\$2,000					\$ -	\$ 2,000.00
Travel (Out-of-State)	\$0						\$ -
Training	\$0					\$ -	\$ -
Facilities Operations							\$ -
Utilities	\$0						\$ -
Consultant & Professional Services	\$0						\$ -
(Interdepartmental)	\$0						\$ -
(External)	\$0						\$ -
Data Processing	\$100						\$ 100.00
Equipment (Major)							\$ -
Other Items of Expense (Stipends)	\$76,400					\$ -	\$ 76,400.00
TOTAL OE&E	#####	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
TOTAL	\$441,594	\$0	\$0	\$0	\$0	\$0	\$441,594.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

**BSG PROJECT
ESTIMATED EXPENDITURES
2012-2013
Area Board 8**

DESCRIPTION	Budget	AB 8 BSG BUDGET 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$209,133					\$ -	\$209,133.00
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$85,020					\$ -	\$ 85,020.00
TOTAL PERSONAL SERVICES	\$294,153	\$0	\$0	\$0	\$0	\$0	294,153
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$10,000					\$ -	\$ 10,000.00
Printing (Copier Maintenance)	\$1,400					\$ -	\$ 1,400.00
Communications	\$5,000					\$ -	\$ 5,000.00
Postage	\$4,500						\$ 4,500.00
Travel (In-State)	\$15,000					\$ -	\$ 15,000.00
Travel (Out-of-State)	\$0						\$ -
Training	\$1,600					\$ -	\$ 1,600.00
Facilities Operations	\$31,168						\$ 31,168.00
Utilities	\$0						\$ -
Consultant & Professional Services (Interdepartmental)	\$0						\$ -
(External)	\$0						\$ -
Data Processing	\$700						\$ 700.00
Equipment (Major)							\$ -
Other Items of Expense (Stipends)	\$0	\$ -	\$ -			\$ -	\$ -
TOTAL OE&E	#####	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,368.00
TOTAL	\$363,521	\$0	\$0	\$0	\$0	\$0	\$363,521.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

BSG (93109)
ESTIMATED EXPENDITURES
2012-2013
Area Board 9

Area Board 9							
DESCRIPTION	Budget	AB 9 BSG BUDGET 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$192,961						\$192,961.00
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$69,850						\$ 69,850.00
TOTAL PERSONAL SERVICES	\$262,811	\$0.00	\$0	\$0	\$0	\$0	262,811
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$5,000						
Printing (Copier Maintenance)	\$2,500						
Communications	\$2,000						
Postage	\$1,500						
Travel (In-State)	\$25,000						
Travel (Out-of-State)	\$0						
Training	\$2,000						
Facilities Operations	\$50,000						
Utilities	\$0						
Consultant & Professional Services (Interdepartmental)	\$1,000						
(External)	\$0						
Data Processing	\$1,000						
Equipment (Major)	\$0						
Other Items of Expense (Stipends)	\$0	\$ -	\$ -			\$ -	\$ -
TOTAL OE&E	#####	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000.00
TOTAL	\$352,811	\$0.00	\$0	\$0	\$0	\$0.00	\$352,811.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

**CRAVAS PROJECT
ESTIMATED EXPENDITURES
2013-2014
Area Board 10**

DESCRIPTION	Budget	AB 10 CRAVAS 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$140,895.00				\$0.00	\$140,895.00	
Temporary Help	\$0.00				\$0.00	\$0.00	
Overtime	\$0.00				\$0.00	\$0.00	
Staff Benefits	\$94,000.00				\$0.00	\$94,000.00	
TOTAL PERSONAL SERVICES	\$234,895.00	\$0.00	\$0.00	\$0.00	\$0.00	\$234,895.00	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$1,000.00				\$0.00	\$1,000.00	
Printing (Copier Maintenance)	\$763.00				\$0.00	\$763.00	
Communications	\$3,500.00				\$0.00	\$3,500.00	
Postage	\$0.00				\$0.00	\$0.00	
Travel (In-State)	\$4,000.00				\$0.00	\$4,000.00	
Travel (Out-of-State)	\$0.00				\$0.00	\$0.00	
Training	\$0.00				\$0.00	\$0.00	
Facilities Operations	\$0.00				\$0.00	\$0.00	
Utilities	\$0.00				\$0.00	\$0.00	
Consultant & Professional Services	\$0.00				\$0.00	\$0.00	
(Interdepartmental)	\$0.00				\$0.00	\$0.00	
(External)	\$0.00				\$0.00	\$0.00	
Data Processing	\$0.00				\$0.00	\$0.00	
Equipment (Major)	\$0.00				\$0.00	\$0.00	
Other Items of Expense (Stipends)	\$18,650.00				\$0.00	\$18,650.00	
TOTAL OE&E	\$27,913.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,913.00	
TOTAL	\$262,808.00	\$0.00	\$0.00	\$0.00	\$0.00	\$262,808.00	

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

**QA PROJECT
ESTIMATED EXPENDITURES
2013-2014
Area Board 10**

DESCRIPTION	Budget	AB 10 QA 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$246,750.00				\$0.00	\$246,750.00	
Temporary Help					\$0.00	\$0.00	
Overtime					\$0.00	\$0.00	
Staff Benefits	\$112,087.00				\$0.00	\$112,087.00	
TOTAL PERSONAL SERVICES	\$358,837.00	\$0.00	\$0.00	\$0.00	\$0.00	\$358,837.00	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$15,175.00				\$0.00	\$15,175.00	
Printing (Copier Maintenance)	\$38,000.00				\$0.00	\$38,000.00	
Communications	\$5,000.00				\$0.00	\$5,000.00	
Postage	\$25,000.00				\$0.00	\$25,000.00	
Travel (In-State)	\$7,500.00				\$0.00	\$7,500.00	
Travel (Out-of-State)					\$0.00	\$0.00	
Training	\$1,000.00				\$0.00	\$1,000.00	
Facilities Operations	\$64,000.00				\$0.00	\$64,000.00	
Utilities					\$0.00	\$0.00	
Consultant & Professional Services (Interdepartmental)					\$0.00	\$0.00	
(External)					\$0.00	\$0.00	
Data Processing	\$2,000.00				\$0.00	\$2,000.00	
Equipment (Major)					\$0.00	\$0.00	
Other Items of Expense (Stipends)	\$74,000.00				\$0.00	\$74,000.00	
TOTAL OE&E	\$231,675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$231,675.00	
TOTAL	\$590,512.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590,512.00	

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

**BSG PROJECT
ESTIMATED EXPENDITURES
2013-2014
Area Board 10**

DESCRIPTION	Budget	AB 10 BSG 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$238,000.00				\$0.00	\$238,000.00	
Temporary Help					\$0.00	\$0.00	
Overtime					\$0.00	\$0.00	
Staff Benefits	\$105,000.00				\$0.00	\$105,000.00	
TOTAL PERSONAL SERVICES	\$343,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,000.00	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$6,000.00				\$0.00	\$6,000.00	
Printing (Copier Maintenance)	\$4,000.00				\$0.00	\$4,000.00	
Communications	\$3,000.00				\$0.00	\$3,000.00	
Postage	\$750.00				\$0.00	\$750.00	
Travel (In-State)	\$11,446.00				\$0.00	\$11,446.00	
Travel (Out-of-State)					\$0.00	\$0.00	
Training	\$5,000.00				\$0.00	\$5,000.00	
Facilities Operations	\$40,480.00				\$0.00	\$40,480.00	
Utilities					\$0.00	\$0.00	
Consultant & Professional Services (Interdepartmental)	\$2,000.00				\$0.00	\$2,000.00	
(External)					\$0.00	\$0.00	
Data Processing					\$0.00	\$0.00	
Equipment (Major)					\$0.00	\$0.00	
Other Items of Expense (Stipends)					\$0.00	\$0.00	
TOTAL OE&E	\$72,676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,676.00	
TOTAL	\$415,676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415,676.00	

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

ABXI BSG BUDGET 2013-2014							
DESCRIPTION	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Balance
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	
A. PERSONAL SERVICES							
Salary & Wages	\$191,580	\$0.00	\$0.00	\$0.00		\$0.00	\$191,580.00
Temporary Help	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overtime	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Benefits	\$84,948	\$0.00	\$0.00			\$0.00	\$84,948.00
TOTAL PERSONAL SERVICES	\$276,528	\$0	\$0	\$0	\$0	\$0	276,528
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$5,000		\$0.00			\$0.00	\$5,000.00
Printing (Copier Maintenance)	\$1,000					\$0.00	\$1,000.00
Communications	\$1,910	\$0.00	\$0.00			\$0.00	\$1,910.00
Postage	\$3,501						\$3,501.00
Travel (In-State)	\$6,500	\$0.00	\$0.00			\$0.00	\$6,500.00
Travel (Out-of-State)	\$0						\$0.00
Training	\$6,000					\$0.00	\$6,000.00
Facilities Operations	\$52,000						\$52,000.00
Utilities	\$0						\$0.00
Consultant & Professional Services (Interdepartmental)	\$200						\$200.00
(External)	\$0						\$0.00
Data Processing	\$1,000						\$1,000.00
Equipment (Major)	\$10,000						\$10,000.00
Other Items of Expense (Stipends)	\$0	\$0.00	\$0.00			\$0.00	\$0.00
	\$87,111						
TOTAL OE&E	\$88,011.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88,011.00
TOTAL	\$364,539	\$0	\$0	\$0	\$0	\$0	\$364,539.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

**BSG PROJECT
ESTIMATED EXPENDITURES
2012-2013
Area Board 12**

DESCRIPTION	Budget	AB 12 BSG 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$155,324.00				\$0.00	\$155,324.00	
Temporary Help						\$0.00	
Overtime						\$0.00	
Staff Benefits					\$0.00	\$0.00	
TOTAL PERSONAL SERVICES	\$155,324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,324.00	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$2,200.00				\$0.00	\$2,200.00	
Printing (Copier Maintenance)	\$1,339.05				\$0.00	\$1,339.05	
Communications	\$1,961.00				\$0.00	\$1,961.00	
Postage	\$300.00					\$300.00	
Travel (In-State)	\$30,600.00				\$0.00	\$30,600.00	
Travel (Out-of-State)						\$0.00	
Training	\$2,000.00				\$0.00	\$2,000.00	
Facilities Operations	\$28,499.95				\$0.00	\$28,499.95	
Utilities						\$0.00	
Consultant & Professional Services (Interdepartmental)	\$1,300.00					\$1,300.00	
(External)						\$0.00	
Data Processing	\$800.00					\$800.00	
Equipment (Major)						\$0.00	
Other Items of Expense (Stipends)					\$0.00	\$0.00	
TOTAL OE&E	\$69,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,000.00	
TOTAL	\$224,324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$224,324.00	
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

**QA PROJECT
ESTIMATED EXPENDITURES
2012-2013
Area Board 12**

DESCRIPTION	Budget	AB 12 QA 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$135,143.00				\$0.00	\$135,143.00	
Temporary Help						\$0.00	
Overtime						\$0.00	
Staff Benefits					\$0.00	\$0.00	
TOTAL PERSONAL SERVICES	\$135,143.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,143.00	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$500.00				\$0.00	\$500.00	
Printing (Copier Maintenance)	\$1,500.00				\$0.00	\$1,500.00	
Communications	\$1,484.00				\$0.00	\$1,484.00	
Postage	\$2,000.00					\$2,000.00	
Travel (In-State)	\$17,316.03				\$0.00	\$17,316.03	
Travel (Out-of-State)						\$0.00	
Training	\$2,000.00				\$0.00	\$2,000.00	
Facilities Operations	\$21,499.97				\$0.00	\$21,499.97	
Utilities						\$0.00	
Consultant & Professional Services						\$0.00	
(Interdepartmental)						\$0.00	
(External)						\$0.00	
Data Processing	\$500.00					\$500.00	
Equipment (Major)						\$0.00	
Other Items of Expense (Stipends)	\$10,000.00				\$0.00	\$10,000.00	
TOTAL OE&E	\$56,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,800.00	
TOTAL	\$191,943.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191,943.00	

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

**CRAVAS PROJECT
ESTIMATED EXPENDITURES
2012-2013
Area Board 12**

DESCRIPTION	Budget	AB 12 CRA/VAS 2013-2014				Total Expenditures	Balance
		1st Quarter Expenditures	2nd Quarter Expenditures	3rd Quarter Expenditures	4th Quarter Expenditures		
A. PERSONAL SERVICES							
Salary & Wages	\$170,520.00				\$0.00	\$170,520.00	
Temporary Help						\$0.00	
Overtime						\$0.00	
Staff Benefits					\$0.00	\$0.00	
TOTAL PERSONAL SERVICES	\$170,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,520.00	
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$2,000.00				\$0.00	\$2,000.00	
Printing (Copier Maintenance)					\$0.00	\$0.00	
Communications	\$1,855.00				\$0.00	\$1,855.00	
Postage	\$945.00					\$945.00	
Travel (In-State)	\$6,000.00				\$0.00	\$6,000.00	
Travel (Out-of-State)						\$0.00	
Training	\$2,000.00				\$0.00	\$2,000.00	
Facilities Operations					\$0.00	\$0.00	
Utilities						\$0.00	
Consultant & Professional Services						\$0.00	
(Interdepartmental)						\$0.00	
(External)						\$0.00	
Data Processing	\$500.00					\$500.00	
Equipment (Major)						\$0.00	
Other Items of Expense (Stipends)	\$7,000.00				\$0.00	\$7,000.00	
TOTAL OE&E	\$20,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,300.00	
TOTAL	\$190,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,820.00	

Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.

Area Board XIII BSG 2013-2014 Budget							
DESCRIPTION	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Balance
		Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	
A. PERSONAL SERVICES							
Salary & Wages	\$0	\$ -	\$ -	\$ -		\$ -	\$ -
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$0	\$ -	\$ -			\$ -	\$ -
TOTAL PERSONAL SERVICES	\$259,668	\$0	\$0	\$0	\$0	\$0	259,668
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$4,500		\$ -			\$ -	\$ 4,500.00
Printing (Copier Maintenance)	\$2,500					\$ -	\$ 2,500.00
Communications	\$2,000	\$ -	\$ -			\$ -	\$ 2,000.00
Postage	\$2,320						\$ 2,320.00
Travel (In-State)	\$13,400	\$ -	\$ -			\$ -	\$ 13,400.00
Travel (Out-of-State)	\$0						\$ -
Training	\$3,000					\$ -	\$ 3,000.00
Facilities Operations	\$65,895						\$ 65,895.00
Utilities	\$0						\$ -
Consultant & Professional Services	\$4,250						\$ 4,250.00
(Interdepartmental)	\$0						\$ -
(External)	\$0						\$ -
Data Processing	\$500						\$ 500.00
Equipment (Major)	\$1,500						\$ 1,500.00
Other Items of Expense (Stipends)	\$1,150	\$ -	\$ -			\$ -	\$ 1,150.00
TOTAL OE&E	\$101,015	\$ -	\$101,015.00				
	#####						
TOTAL	\$360,683	\$0	\$0	\$0	\$0	\$0	\$360,683.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

Area Board XIII NCI Budget 2013-2014							
DESCRIPTION	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Balance
		Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	
A. PERSONAL SERVICES							
Salary & Wages	\$0	\$ -	\$ -	\$ -		\$ -	\$ -
Temporary Help	\$0						\$ -
Overtime	\$0						\$ -
Staff Benefits	\$0	\$ -	\$ -			\$ -	\$ -
TOTAL PERSONAL SERVICES	\$141,791	\$0	\$0	\$0	\$0	\$0	141,791
B. OPERATING EXPENSE & EQUIPMENT (OE&E)							
General Expense	\$3,500		\$ -			\$ -	\$ 3,500.00
Printing (Copier Maintenance)	\$2,500					\$ -	\$ 2,500.00
Communications	\$900	\$ -	\$ -			\$ -	\$ 900.00
Postage	\$7,680						\$ 7,680.00
Travel (In-State)	\$3,600	\$ -	\$ -			\$ -	\$ 3,600.00
Travel (Out-of-State)	\$0						\$ -
Training	\$2,000					\$ -	\$ 2,000.00
Facilities Operations	\$37,066						\$ 37,066.00
Utilities	\$0						\$ -
Consultant & Professional Services	\$3,250						\$ 3,250.00
(Interdepartmental)	\$0						\$ -
(External)	\$0						\$ -
Data Processing	\$1,000						\$ 1,000.00
Equipment (Major)							\$ -
Other Items of Expense (Stipends)	\$2,500	\$ -	\$ -			\$ -	\$ 2,500.00
TOTAL OE&E	\$63,996	\$ -	\$ 63,996.00				
	#####						
TOTAL	\$205,787	\$0	\$0	\$0	\$0	\$0	\$205,787.00
Note: The Department of Social Services maintains the official expenditure records for the area boards on CALSTARS, however final expenditures for any given fiscal year may not appear on CALSTARS until after this report is due, therefore this reports reflects the boards' internal records of expenditures to date.							

2013-14 Contracts

1. Pathways Facilitation Services – Executive Committee approved in concept (Team Building Facilitator)	<u>\$4,900</u>
2. Christopher R. Thompson, MD – (Employee Personnel Matter)	<u>\$5,250</u>
3. CAPC – (Self-Advocacy Support) SCDD approved	<u>\$155,844</u>
4. CAPC – (Facilitation Training) service order, not a contract	<u>\$1,500</u>
5. CPC – Executive Committee approved (Personnel Consultants)	<u>\$4,920</u>
6. Friends of Californians with Disabilities (YLF) – SCDD approved	<u>\$9,999</u>
7. Gerald Rucker Consulting – (rollover contract, personnel investigations as needed)	<u>\$9,999</u>



July 26, 2013

To: All Agency and Department Heads

Subject: Financial Integrity and State Manager's Accountability Act Requirements

The Financial Integrity and State Manager's Accountability (FISMA) Act (Government Code sections 13400-13407) requires the heads of state agencies and departments to establish and maintain a system of internal accounting and administrative control within their organizations. Executive management is responsible for documenting the system, communicating the system requirements to employees, assuring that the system is functioning as designed, and monitoring and modifying the system as changes in conditions warrant. Additionally, executive management in each agency is required to be involved in identifying risks which may prevent them from meeting their goals and objectives, and describing the actions they have taken to eliminate or reduce the risks identified.

Your organization has been identified as being subject to the FISMA requirements. As such, you are required to conduct an internal review of your organization's risks and internal accounting and administrative controls. In addition, you must prepare a written report which evaluates the adequacy of your organization's system of internal controls.

This letter serves as a reminder that your report is due to the Director of Finance, the Legislature, the California State Auditor's Office, the Governor's Office, the State Library, the State Controller's Office, the State Treasurer's Office, and the Attorney General by December 31, 2013.

For further instructions on how to complete your organization's 2013 report, or other inquiries related to the FISMA requirements, please refer to Finance's FISMA website at <http://www.dof.ca.gov/osae/fisma/> or contact Susan Botkin, Audit Manager, at (916) 322-2985, extension 3158.

Sincerely,

ANA J. MATOSANTOS
Director