



STATE PLAN COMMITTEE (SPC) MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: February 2, 2014

TIME: 1:00 p.m. – 4:00 p.m.

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
916/322-8481

Teleconference Sites:

Palo Verde District Library
125 W. Chanslorway
Blythe, CA 92225
(760) 922-5371

**Resources for Independence
of Central Valley**
220 N. Santa Fe Ste. 131
Visalia, CA 93292
(209) 725-9153

CALL IN NUMBER: 1 (800) 839-9416

PARTICIPANT PIN: 8610332

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 the meeting, should contact Michael Brett at 916/322-8481 or michael.brett@scdd.ca.gov by 5 pm on November 26, 2014.

1. CALL TO ORDER

N. Clyde

2. ESTABLISHMENT OF QUORUM

3. WELCOME AND INTRODUCTIONS	N. Clyde	
4. APPROVAL OF December 1, 2014 MINUTES	N. Clyde	4
5. PUBLIC COMMENTS		
<i>This item is for members of the public to comment and/or present information to the Council. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will also provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.</i>		
6. GRANTS	N. Clyde	
7. FUTURE STATE PLAN MEETING DISCUSSION	N. Clyde	
8. MTARS UPDATE	A. Carruthers	
9. TIMELINE FOR REVISING CURRENT STATE PLAN	J. Fernandez	10
10. 2017 - 2021 STATE PLAN TIMELINE	N. Clyde	12

Item 4
APPROVAL OF Dec 2014
MEETING MINUTES



DRAFT

**State Plan Meeting Minutes
December 1, 2014**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Jonathan Clarkson Nancy Clyde Carmela Garnica Robin Hansen Sandra Smith	Rebecca Donabed	Mike Clark Aaron Carruthers Bob Giovati Janet Fernandez Kristie Allensworth Michael Brett Susan Eastman Dawn Morley

1. CALL TO ORDER

Chairperson Nancy Clyde called the meeting to order at 1:05 p.m.

2. ESTABLISHMENT OF QUORUM

A quorum was established.

3. WELCOME AND INTRODUCTIONS

Everyone present introduced themselves

4. APPROVAL OF OCTOBER 27, 2014 MINUTES

It was moved/seconded (Smith/Lewis) and carried to approve the October 27, 2014 State Plan Committee minutes as presented.

5. PUBLIC COMMENTS

There were no public comments.

6. CYCLE 38 STATEWIDE GRANT TIMELINE

Chief Deputy Director Aaron Carruthers reminded the committee that the grant program has undergone a few significant changes. For clarification, the proposed cycle is offered on page 11 of the State Plan Packet.

Staff then asked a few questions to the State Plan Committee (SPC).

- What are some of the recommendations this committee would like to present to the State Council?
- What are the priorities or perimeters on how the money is to be spent at the statewide level?

Following discussion, the committee voted on the following motion:

It was moved/seconded (Lewis/Hansen) and carried to approve the committee's recommendation to the Council that we create a statewide grant for cycle 38 which focuses on State Plan goals 7 and 15, in the amount of \$260,000.00.

7. TIMELINE FOR REVISING THE CURRENT STATE PLAN:

Chairperson Clyde informed members that this committee has consolidated objectives into more than one goal. For clarification, see page 15 of the State Plan Packet.

Ms. Janet Fernandez, Council Staff, mentioned that multiple objectives were combined into a single objective beneath each of the 15 goals because it was found that there was a lot of duplication and overlapping of objectives which obstructed strategies for meeting goals. Moreover, in some cases, there were objectives that the Administration on Intellectual Developmental Disabilities (AIDD) did not want included in our State Plan because they were mostly aimed at direct advocacy or programs funded at the state rather than federal level. These were in last year's state plan which will be in the Program Performance Report (PPR) and reported to AIDD.

Lastly, Ms. Fernandez informed members that she has been in contact with Sheryl Matney, the ITAC NACDD Director of Technical Assistance, regarding State Plan goals and objectives and how they are related to mandated federal work areas.

Consequently, Chief Deputy Director Carruthers distributed and reviewed a handout which outlines the timeline for revising the current state plan with committee members. There was a brief discussion regarding the consolidation of State Plan goals, as well as the terminology and methodology used to measure the progress of State Plan objectives.

Councilmember Jonathan Clarkson inquired how long the state plan remains in effect. Ms. Fernandez clarified that the state plan is valid for a year and a half, but, it must be presented to the Executive Committee for review and approval first.

To move the conversation back toward goals, Director Michal Clark stated that the purpose of this meeting is to streamline the objectives which are due December 31.

In order to meet the goals, the public comment period website needs to be operational by January 20, 2015. The 5-Year State Plan Amendment-Update is located on page 15 of the State Plan packet. This document outlines the cut off dates that need to be met for the State Plan.

Committee members then had a brief discussion regarding the methodology for measuring the progress of goals, which goals should be consolidated, and how specific goals are to be addressed. In short, it was generally agreed upon that the committee needs to provide solid evidence that the state plan is being implemented and that activities are progressing on a substantive basis.

It was moved/seconded (Clarkson/Lewis) and carried to accept the consolidation of the objectives with the caveat that Council Staff will come up with some kind of measurement and to ask the Regional Offices to collect the data so Staff can report it to AIDD with an acceptable format. This recommendation will need to go to the Executive Committee.

8. CALENDAR AND COUNCIL MEMBERS FOR REGIONAL MEETINGS

Chairperson Clyde stated that staff are recommending that members of this committee and State Council volunteer their time from January to the end of March to implore other members to volunteer their time by participating in a town hall meeting within their community, or attending a Regional Office meeting.

To facilitate volunteer efforts, Ms. Fernandez has spoken with some of the Regional Office Executive Directors and has come up with some possible dates for volunteering. The regional offices and dates are listed below:

- Region 2, February 13;
- Region 10, February 7 and 21.

It was suggested that Council and committee members get volunteers to fill these calendar dates as soon as possible. Once the master calendar has been established for all meetings, it will be placed on the State Council website. The website should show the time and place of these regional office meetings.

- It is suggested that Council and committee members get volunteers to fill these calendar dates as soon as possible. Once the master calendar has been established, it will be placed on the State Council Website. This website would show the time and place of these meetings. The reason why this is being done is to serve a dual purpose: we are going to be looking at the goals/provisions for this current state plan, the August 2015 deadline, and a needs assessment for the next State Plan.

9. SURVEY INSTRUMENT

Ms. Fernandez presented and reviewed a survey instrument handout with committee members. This information is located on pages 29 through 33 of the State Plan meeting packet. Members then provided advice on these forms, particularly in regards to emphasizing the use of plain language and the utilization of online survey technology (e.g.

Survey Monkey). Finally, it was emphasized that surveys need to promote and retain as much anonymity for respondents as possible.

10. 2017-2021 STATE PLAN TIMELINE

This agenda item was not discussed.

11. ADJOURNMENT

The meeting was adjourned at 3:42 p.m.

Item 9
TIMELINE FOR REVISING THE
CURRENT STATE PLAN

5-Year State Plan Amendment - Update

September 2014	Development of 5-yr State Plan	SPC & Council HQ Staff	July 2015
December 2014	1. Review full State Plan, 2012-2013 PPR, & MTARS/CAP 2. Develop proposed changes to Goals/Objectives 3. Provisional approval, pending public review/comments	SPC All Staff Council	January 2015
January 20 2015	4. Public Comment Period (website)	All Staff Council	March 2015
March 2015	5. Proposed revisions developed, based on public input 6. Review measurability of Goals/Objectives w/ AIDD/ITACC 7. Submit revised State Plan Goals/Objectives to Council	SPC HQ Staff	May 2015
May 2015	8. Approve final set of State Plan Goals/Objectives	Council	May 2015
April 2015	9. Complete final State Plan Amendment - Update draft 10. Submit to SPC for final review/approval	HQ Staff SPC	June 2015
June 2015	11. Submit full 5-yr State Plan Amendment - Update to Council for final review/approval	SPC Council	July 2015
July 2015	12. Submit full 5-yr State Plan Amendment - Update to AIDD, via DD Suite 13. Establish statewide work plan & submit to Council for review	HQ Staff	August 15 2015
August 2015	14. State Plan review/approval of work plan	AIDD	September 2015

Draft

Item 10
2017 – 2021 STATE PLAN
TIMELINE

2017-21 (5-Year) State Plan: Proposed Development Timeline

Start Date	Task	Responsible Parties	Finish Date
October 2014	Comprehensive Review Analysis:	Council SPC All Staff	January 2016
October 2014	1. Identify/assemble list of potential data sources to determine statewide needs (e.g. NCI, activity reports, QA results, previous PPRs, town hall meetings/public input/testimony/surveys, etc.)	All Staff SPC Council	November 2014
November 2014	2. Collect data from identified/other sources	Council All Staff	May 2015
June 2015	3. Assemble data into <i>Comprehensive Review Analysis</i> format	HQ Staff	July 2015
July 2015	4. Review CRA results with ITACC & AIDD 5. Revise, as necessary	HQ Staff	August 2015
August 2015	6. Review CRA 7. Submit to Council for review/approval	HQ Staff SPC	September 2015
September 2015	8. Review/approve CRA	Council	September 2015
September 2015	Development of 5-yr State Plan	SPC & Council HQ Staff	July 2016
September 2015	1. Develop 5 broad Goals & 10 specific, measurable Objectives 2. Review for measurability (based on federal criteria) 3. Submit proposed Goals/Objectives to Council	SPC HQ Staff	December 2015
December 2015	4. Review proposed Goals/Objectives 5. Provisional approval, pending public review/comments	Council	January 2016
January 20 2016	6. Public Comment Period (e.g. website, town hall meetings, etc.)	All Staff Council	March 2016
March 2016	7. Proposed revisions developed, based on public input 8. Review measurability of Goals/Objectives w/ AIDD/ITACC 9. Submit revised State Plan Goals/Objectives to Council	SPC HQ Staff	May 2016
May 2016	10. Approve final set of State Plan Goals/Objectives	Council	May 2016
April 2016	11. Complete final State Plan draft 12. Submit to SPC for final review/approval	HQ Staff SPC	June 2016
June 2016	13. Submit full 5-yr State Plan to Council for final review/approval	SPC Council	July 2016
July 2016	14. Submit full 5-yr State Plan to AIDD, via DD Suite 15. Establish statewide work plan & submit to Council for review	HQ Staff	August 15 2016
August 2016	16. State Plan review/approval of work plan	AIDD	September 2016
September 2016	17. Execute revisions to 5-yr State Plan, as necessary (AIDD Revisions) 18. Convert 5-yr State Plan to plain language & disseminate (e.g. website, emailing, newsletters, etc.) 19. Clarify activities & reporting requirements w/ Area staff	HQ Staff SPC	October 2016
October 2016	Implementation of 5-yr State Plan	All Staff	September 2021
November 2016	1. Review of October monthly activities – Cumulative Report	Council	November 2016