**CALIFORNIA COMMITTEE ON
EMPLOYMENT OF PEOPLE WITH DISABILITES**

## OPERATING GUIDELINES

## INTRODUCTION

The California Committee on Employment of People with Disabilities (CCEPD) was established to advance the employment of people with disabilities in the state labor market. Policy-related responsibilities of the committee were first defined in the [Workforce Inclusion Act (Chapter 1088, Statutes of 2002)](http://www.leginfo.ca.gov/pub/01-02/bill/asm/ab_0901-0950/ab_925_bill_20020929_chaptered.html) and amended as part of the Budget Act of 2011, under [Assembly Bill 119](http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_0101-0150/ab_119_bill_20110629_chaptered.html) (Chapter 31, Statutes of 2011), statutes located in Government Code sections 12803.6 and 12803.65.

## AUTHORITY AND NAME

The name of this committee is the California Committee on Employment with Disabilities, herein referred to as CCEPD, as mandated by Government Code sections 12803.6 and 12803.65.

## Duties & Functions

The primary function of the CCEPD is to consult with and advise the Secretary of the Labor and Workforce Development Agency and the Secretary of the California Health and Human Services Agency on issues related to full inclusion in the workforce of persons with disabilities, in order to:

1. Bring individuals with disabilities into gainful employment at a rate that is as close as possible to that of the general population.
2. Support the goals of equality of opportunity, full participation, independent living, and economic self-sufficiency for these individuals.
3. Ensure that state government is a model employer of individuals with disabilities.
4. Support state coordination with, and participation in, benefits planning training and information dissemination projects supported by private foundations and federal grants.

## Vision and Mission

### Vision Statement:

"People with disabilities will be prepared to maximize their self-sufficiency by integrating into the mainstream of a California labor market that is accessible to the diversity of its workers, job seekers, and businesses and microenterprise owners."

### Mission Statement:

"California commits to achieving an employment rate for people with disabilities that is in parity with that of the general population by:

* Removing barriers to work; and,
* Providing needed services, supports and incentives to maximize individual economic growth and development."

### Guiding Principles

* Support diversity, equity, and inclusion of all communities when developing policy recommendations or influencing polices.
* Partnership and collaboration with all stakeholders, including utilizing existing resources is the key to achieving our goals.
* Equal opportunity, full participation, independent living and economic self-sufficiency are core principles for the development of a workforce system accessible for people with disabilities.
* Employment is an economic and social goal that benefits the individual, the community, and the economy.
* People with disabilities are expected and prepared to participate in economic and workforce activities.
* Public policy at all levels must promote employment incentives and decrease disincentives for both people with disabilities and employers.
* The business community is a valued partner in providing employment opportunities for people with disabilities.
* Evaluation is a key component of our goals to ensure they are measurable and attainable.

## Membership

CCEPD members are both Members of the Public and mandated state department partners. CCEPD Members are appointed by the Secretary of Health and Human Services, and two Members are appointed by the Assembly Speaker’s Office and the Senate Rules Committee.

Membership includes:

### Ex Officio Positions

* The Directors of the Employment Development Department, State Department of Health Care Services, State Department Health Care Services, State Department of Developmental Services, State Department of Social Services, and Department of Rehabilitation;
* Chair of the State Independent Living Council;
* A representative from the California Health Incentive Improvement Project;
* A representative from the California Workforce Development Board who is nominated by that board;
* A representative from a local one-stop or local workforce development board, to be nominated by the California Workforce Development Board.

### Secretarial and Legislative Appointees

* Four individuals with disabilities representing individuals with disabilities, one each appointed by the Senate Committee on Rules and the Speaker of the Assembly and two appointed by the Secretary of California Health and Human Services;
* Three business representatives with experience in employing persons with disabilities, to be appointed by the Secretary of California Health and Human Services.
* At the discretion of the Secretary of California Health and Human Services, representatives from any other department or program that may have a role in increasing the capacity of state programs to support the employment-related needs of individuals with disabilities may be appointed to the CCEPD.

### Designees

A Director of a State Department appointed as a member to the CCEPD may designate a Deputy Director or other high-ranking position of that Department to act in the Director’s place. Each Department Director may have a designee, however only one designee may vote on behalf of the Department at any one meeting. State Department Directors must notify the CCEPD Executive Officer in writing of the name and title of their chosen designee prior to the designee’s participation on the CCEPD.

### Duties of CCEPD Members

The duties of CCEPD Members are as follows:

1. Prepare for and attend full CCEPD meetings.
2. Serve on at least one committee or workgroup.
3. Provide feedback on topics, issues and information based from their representative perspective.
4. Maintain cooperative and collaborative relationships with Department Executive leadership and staff.

### Appointment Process

Unless a designee for a Department Director, nominees must complete an application form and send a letter of recommendation to the Executive Officer as part of the appointment process.

### Attendance

All CCEPD members are expected to attend all regularly scheduled meetings either by video conference, phone or in-person. A calendar will be provided to Members annually during the fall/winter meeting.

### Resignations

If a member misses two meetings within a given year, the Executive Officer will contact that member assessing their interest in remaining on the CCEPD, encouraging his/her attendance and emphasizing the value of having his/her expertise contribute to CCEPD deliberations. The Executive Officer, in consultation with the Chair, may request the written resignation of any CCEPD member who fails, without good cause, to attend three consecutive CCEPD meetings or who otherwise demonstrates a disinterest, inability, or unwillingness to actively participate in the meetings, discussions, activities, and decisions of the CCEPD. In the event that such a member fails to submit a written resignation, the Executive Officer may forward a written recommendation for removal to the Secretary of Health and Human Services Agency and to Assembly Speaker’s Office or Senate Rules Committee.

### Terms

Four individuals with disabilities each serve a three-year term, with consideration for re-appointment.

All other Secretarial appointments will also serve a three-year term with consideration for re-appointment.

If a member resigns from the CCEPD prior to the end of his/her term, the Executive Officer will notify the appropriate appointing authority of the resignation. In collaboration with the CCEPD, the Executive Officer will conduct outreach to fill the vacancy.

### CCEPD Officers

The Chair and Vice-Chair shall be elected by the members of the CCEPD for a two-year term. They may be elected for no more than two full consecutive terms. Any member is eligible to serve as Chair or Vice-Chair, although only one ex officio member can be elected as Chair or Vice-Chair during any given term.

The responsibilities of the Chair of the CCEPD shall include:

1. Facilitating and presiding over CCEPD meetings.
2. Developing meeting agendas in collaboration with the Executive Officer.
3. With assistance from staff, drafting memos to Agency Secretaries containing meeting highlights and any resulting recommendations.
4. Representing the CCEPD in external high-level meetings.

The Vice-Chair shall exercise the powers of the Chair if the Chair is absent or unavailable.

Should the Chair be unable to complete the term of office, the Vice-Chair shall assume the position of Chair for the remainder of his/her term. If a Chair or Vice-Chair is unable to fulfill the two-year term, a Nominating Committee will be created by the Executive Committee to create a slate of nominees for the position of Chair or Vice-Chair, as determined vacant.

The Nominating Committee will be created prior to the meeting before the term expires for Chair or Vice-Chair. Members to the Nominating Committee will be appointed by the Executive Committee, and the Committee shall not be more than five Members representing both state departments and Members of the Public. The nominee list for the Chair and Vice-Chair will be sent to the Members prior to the date of the election.

**Voting for Chair or Vice-Chair**

Unless a member needs accommodation, all votes will be conducted by a roll call vote.

### Committee Structure

The CCEPD shall have four Subcommittees to fulfill the mandates and responsibilities.

The Executive Committee’s main functions will be to assist the Executive Officer and staff on projects, tasks and activities of the CCEPD, including setting the direction of each Committee meeting.

The Executive Committee also has the ability to form ad-hoc Committees as needed, including a Nominating Committee either when the term expires or when a resignation occurs.

Members of the Executive Committee are:

1. Chair
2. Vice-Chair
3. Chair and Vice-Chair of the Employment and Training Subcommittee
4. Chair and Vice-Chair of the State Coordination Subcommittee
5. Chair and Vice-Chair of the Youth Event Subcommittee
6. Executive Officer
7. Deputy Director of Department of Rehabilitation where CCEPD is under

Employment and Training Subcommittee’s focus will be to address education and training needs that assist with the mandate to increase the rate of employment for people with disabilities and to ensure that State Government is a Model Employer.

State Coordination Subcommittee’s focus will be to coordinate among state partners that serve people with disabilities to assist with the mandates to support state coordination with, and participation in, benefits planning training and information dissemination projects supported by private foundations and federal grants.

Youth Event Subcommittee’s focus will be on the transition of the Youth Leadership Forum to a nonprofit organization.

All Committees will adopt the State of California’s Workforce Innovation and Opportunity Act (WIOA) Unified Strategic Workforce Development State Plan and State Plans from other Departments who serve on the CCEPD and those not WIOA mandated state partners as the basics of policy.

**The Executive Committee can approve additional workgroups that include cross-collaboration with other advisory bodies.**

### Chairs of Subcommittees/Workgroups

The Chair of CCEPD shall appoint all Chairs and Vice-Chair of the Subcommittees or ad-hoc Workgroups.

The Chair’s roles and responsibilities of Subcommittees are:

* Assist CCEPD staff on developing the meeting notice and agenda and providing leadership on the direction of the Subcommittee.
* Review documents that CCEPD staff or Members provide the Subcommittee and provide direction on Subcommittee assignments.
* Facilitate the Subcommittee meetings.
* Attend the Executive Committee meetings and provide input on CCEPD administrative needs and full Committee meeting agenda.

The Vice-Chair’s roles and responsibilities of Subcommittees are:

* Provide input on meeting notice and agenda and other documents provided by either CCEPD staff or Members to the Subcommittee and provide leadership on the direction of the Subcommittee.
* Facilitate the Subcommittee meeting, if the Chair is unavailable.
* Attend the Executive Committee meetings and provide input on CCEPD administrative needs and full Committee meeting agenda.

### Members of Subcommittees/Workgroups

Members will make their interest known as to which Subcommittee most interests them to either the Executive Officer or the Chair of CCEPD.

**Public Members for Subcommittees**

Chairs and Vice-Chairs of the Subcommittees can recommend additional public members to the Subcommittees. The Chairs and Vice-Chairs will work with the Executive Officer to identify appropriate Public Subcommittee Members and reach out to individuals.

Public Subcommittee Members can be from community-based organizations, business representatives, experts from state departments, academic experts or other advisory bodies. Public Subcommittee Member terms will be agreed upon time frames between the Public Subcommittee Member and Executive Officer or for a calendar year.

Once Public Subcommittee Members have been identified, Public Subcommittee Members will receive materials for subcommittee meetings from CCEPD staff and will adhere to the Bagley-Keene Open Meeting Act requirements or conflict-of-interest policies like appointed or departmental members.

Public Subcommittee Members may serve as Chair or Vice Chair in a subcommittee if appointed by the chair of the CCEPD or approved by a vote of the policy subcommittee. In the event a Public Subcommittee Member serves as Chair or Vice Chair of a policy subcommittee, they also have voting privileges in the Executive Committee. Public Subcommittee Members do not have voting privileges and cannot serve as proxy votes for any appointed or departmental member at the Full Committee Meetings.

Public Subcommittee Members do not receive travel reimbursement for participating in subcommittee meetings.

### Youth Event Workgroups

Workgroup composition will include CCEPD members and ad hoc members from external stakeholder groups to plan and fund the annual youth event (Youth Leadership Forum) until the transition is made to nonprofit organization.

## Procedures

All full CCEPD, Subcommittees and workgroup meetings of the California Committee on Employment of People with Disabilities shall be conducted in accordance with the Bagley-Keene Open Meeting Act (Government Code Section 11120, et seq). Consistent with the Bagley-Keene Open Meeting Act, all CCEPD related meetings will be open and accessible to the public and will be publicly announced 10 days prior to the meeting.

### Full Committee Meetings

The CCEPD will meet no less than four times a year.

### Quorum

In order for the CCEPD to conduct any official business, a quorum of the membership must be present for both full CCEPD meetings and Subcommittees. A quorum shall consist of fifty-one percent (51%) of the current full Committee voting membership.

### Voting

The CCEPD will strive to seek consensus on all matters. Members will develop a motion based upon consensus-building.

Taking a consensus-based approach to decision making does not mean that 100 percent support will be required to move forward with decisions. It does mean that every effort will be made to reach consensus, and that opposing points of view will be presented and explained.

## After holding a consensus-based discussion, for clarity, official decisions of the CCEPD will be made through roll call voting. In roll call vote, the name of each member is called, and their vote is recorded. The official decision will be determined by a vote of the simple majority.

The opportunity for public comment shall be provided prior to any official CCEPD or workgroup decision/vote.

Each Member of the CCEPD can make a motion and vote upon the motion.

### Rules of Order

Absent a conflict in federal or state law and regulation, the most recent revision of Robert’s Rules of Order will be used.

### Conflict of Interest

No member of the CCEPD shall cast a vote on any matter that would provide direct financial benefits to the member or to the organization that he/she represents, or otherwise give appearance of a conflict-of-interest.

According to state law, all CCEPD members shall file a Fair Political Practices Commission Form 700 to file their statements of economic interest 30 days after initial appointment and annually thereafter.

CCEPD members shall adhere to all conflict-of-interest policies adopted by DOR and state law and regulations.

### Other Bagley-Keene Open Meeting Requirements

Per Bagley-Keene, communication of all forms (face-to-face, phone calls, teleconference, email, social media, etc.) discussing the details or merits of pending or future committee business outside of open meetings with a sufficient number of members to constitute a quorum is prohibited. Examples of these prohibited outside “meetings” include members coming together as a group or communicating in a serial or hub/spoke fashion. A serial meeting is where A contacts B who contacts C, and so on. A hub/spoke is where "hub" A contacts “spokes” B, then C, then D, etc.

Meeting requirements also include the disclosure of physical address of a Member participating in a teleconference meeting with the CCEPD on the meeting notice and agenda.

### Meeting Agendas

The Executive Officer and staff, in collaboration with the CCEPD Chair and Vice~~-~~Chairs of Subcommittees, will develop meeting agendas.

### Meeting Minutes

CCEPD staff are responsible for writing, storing and distributing the meeting minutes.

### Public Comment

The opportunity for public comment will be provided on each agenda in accordance with the Bagley-Keene Open Meeting Act.

### Approval of Committee Communications

All communications to Agency Secretaries require the approval of the Chair, in consultation with the Executive Officer. A copy of the communication will be provided to the Department of Rehabilitation and the Employment Development Department for their information. Memos to Agency Secretaries are an example of communication for conducting official business.

Communication for official business may also receive approval from the full CCEPD when appropriate.

Communication for the purpose of information sharing does not need approval from the Executive Officer, Chair and/or full CCEPD.

Other partnership and support letter requests require the approval of the Chair, in consultation with the Executive Officer.

**Policy Recommendations**

A policy recommendation can be formulated at a full CCEPD meeting or in policy subcommittees. If created in policy subcommittee, the Chair or Co-Chairs will present the policy recommendation at the full CCEPD meeting for approval, unless vote authorizes the Executive Committee to make final recommendation approval.

While the CCEPD develops the policy recommendation, the designee of the Department is expected to share information of the policy recommendation and report to CCEPD on status. The Executive Officer is also expected to communicate with affected Departments, Department of Rehabilitation and Employment Development Department regarding the development of a policy recommendation.

Once approved at the Full Committee Meeting, the Executive Officer and Chair of CCEPD begin the informal communication process with affected Department, Department of Rehabilitation and Employment Development Department to discuss the policy recommendation within 30 days of the meeting that recommendation was approved. It may lead the Chair and Executive Officer to recommend a modification for a policy recommendation. If a modification is suggested, then a vote of the Executive Committee or Full CCEPD Meeting is needed to modify a policy recommendation.

After the informal communication process is completed, the Executive Officer, with approval of the Chair, will send a formal memo to Secretaries of the policy recommendation(s) with a copy to Department of Rehabilitation, Employment Development Department and affected Departments within 30 days of the meetings.

**Compensation**

Committee members shall serve without compensation but receive reimbursement for travel and other necessary expenses incurred in the performance of their official duties. Reimbursement for travel and per diem shall be at the state authorized rate and in accordance with applicable state policy.

### Reasonable Accommodations

All activities of the CCEPD shall be readily accessible to and usable by individuals with disabilities, in accordance with all local, state, and federal laws and regulations.

Each presenter must provide all documents electronically to the Executive Officer at least 10 days prior to any meeting. CCEPD staff will email all documents electronically at least seven days prior to any meeting. All documents should use accessible requirements as stated by the Department of Rehabilitation.

Members and attendees are asked to refrain from using scented personal products when attending the meeting to allow those with chemical sensitivities to participate.

The Member and Executive Officer will discuss reasonable accommodation needs when Member is appointed.

If a Member requests a personal care attendant and/or driver, the personal care attendant and/or driver may receive hourly compensation, related to the service they provide, as agreed with the Executive Officer. Travel reimbursement and per diem is provided in accordance with the state authorized rate, state regulations and policy.

## Amendments

Operating guideline amendments may be introduced, in writing, at any full CCEPD meeting. Amendments must receive a majority vote of the voting membership present at the meeting.

The Executive Officer, in collaboration with the Executive Committee, will review the Operating Guidelines annually in January.

## Last Amended

February 24, 2022

November 5, 2020

August 22, 2019

March 14, 2019

June 15, 2017

March 2, 2017

May 16, 2013