CCEPD

FULL COMMITTEE MEETING FEBRUARY 23, 2023

[**California Committee on Employment of People with Disabilities (CCEPD) MEETING NOTICE AND AGENDA** 4](#_Toc127536511)

[**CCEPD FULL COMMITTEE MEETING MINUTES (DRAFT)** 7](#_Toc127536513)

[**CCCEPD’s Mission, Vision, and Guiding Principles** 11](#_Toc127536514)

[**Benefits Planning Advisory Body Cross-Collaboration** 13](#_Toc127536515)

[**CALIFORNIA COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITES** 16](#_Toc127536517)

[**OPERATING GUIDELINES** 16](#_Toc127536518)

[**CCEPD Review of Governor’s Proposed 2023-24 Budget** 30](#_Toc127536555)

# **California Committee on Employment of People with Disabilities (CCEPD) MEETING NOTICE AND AGENDA**

Thursday, February 23, 2023

9:00 a.m. – 12:00 p.m.

**Other Public Participation Options**

**Video Conference**: [Zoom](https://dor-ca-gov.zoom.us/j/82416247987?pwd=WTIwN1doN1F4MmdRQVVMZEhibDJFZz09)

Use Meeting ID: 824 1624 7987 and Passcode: \*u4xLgi+

**Teleconference**: **(408) 638-0968**

**Use** Meeting ID: 824 1624 7987 and Passcode: 49126158

**Email Public Comment**: [CCEPD@dor.ca.gov](mailto:CCEPD@dor.ca.gov)

**Meeting Agenda**

1. **Welcome and Introductions**

Taylor Winchell, Chair, CCEPD

1. **Introduction of Department of Rehabilitation (DOR) Chief Deputy and Directorate Report**

Joe Xavier, Director, DOR

Victor Duron, Chief Deputy, DOR

1. **Approval of November 2022 CCEPD Full Committee Meeting Minutes**

Taylor Winchell, Chair, CCEPD

1. **Approval of Mission, Vision, and Guiding Principles**

Taylor Winchell, Chair, CCEPD

Roy Kim, Vice-Chair, CCEPD

Maria Aliferis-Gjerde, Executive Officer, CCEPD

**Break** 10:30-10:45 a.m.

1. **Benefits Planning Cross-Advisory Body Collaboration and Approval of Operating Guidelines**

Maria Aliferis-Gjerde, Executive Officer, CCEPD

1. **Introduction of Youth Leadership Forum (YLF) Project Manager and YLF Updates**

Maria Aliferis-Gjerde, Executive Officer, CCEPD

Matt Baker, YLF Project Manager, CCEPD

1. **Round-Robin Budget Discussion**

Taylor Winchell, Chair, CCEPD

1. **Agenda Items for Future Meetings**
2. **Public Comment**
3. **Adjournment\* 12:00 p.m.**

\* The meeting will adjourn upon completion of agenda.

**MEETING MATERIALS:** This meeting notice and agenda and other supplemental materials may also be accessed on [the website,](https://www.dor.ca.gov/Home/CCEPD) located on the Advisory Committee Calendar view. All times indicated, and order of business are approximate and subject to change on the day of the noticed meeting. The meeting will adjourn upon completion of the agenda.

Interested members of the public may use the video conference or teleconference number provided to listen to the meeting and/or provide public comment. The CCEPD is not responsible for unforeseen technical difficulties that may occur and is not obligated to postpone or delay its meeting in the event of unforeseen technical difficulties with the teleconference line.

**PUBLIC COMMENT:** Public comment on matters not on the agenda is taken at the end of the meeting and members of the public can make comments on agenda items prior to any vote of the committee. Depending on the number of individuals wishing to address the committee, public comment may be limited to three minutes per person. Non-English speakers who utilize translators to make public comment will be allotted no more than six minutes unless they utilize simultaneous translation equipment. The CCEPD is precluded from discussing matters not on the agenda; however, CCEPD members may ask questions for clarification purposes.

**REASONABLE ACCOMMODATIONS:** If you require a disability-related accommodation, materials in alternate format or auxiliary aids/services, please contact Maria Aliferis-Gjerde at (916) 558-5698 or [Maria.Aliferis-Gjerde@dor.ca.gov](mailto:Maria.Aliferis-Gjerde@dor.ca.gov) by February 17, 2023. Providing your accommodation request at least five (5) business days before the meeting will help ensure availability of the requested accommodation. Any requests received after this date will be given prompt consideration, but logistical constraints may not allow for their fulfillment.

# **CCEPD FULL COMMITTEE MEETING MINUTES (DRAFT)**

Thursday, November 3, 2022

**CCEPD Members:** Ana Acton, Kerry Chang, Robert Fried, Lisa Hayes, Roy Kim, Aparna Kommineni, Damian Ladd, Michael Luna, Kimberlee Meyer, Robert Sifuentes, and Anita Wright

**CCEPD Staff:** Maria Aliferis-Gjerde, Margaret Balistreri, Zachariah Ford, and Daniel Gounder

**Members of the Public:**  Patrick Smith and Karol Swartzlander

**1. Welcome and Introductions**

Meeting began at 9:06 a.m. and a quorum was met. It was announced that Daniel Gounder has taken another position and will leave his post as the YLF Program Manager. Additionally, the Executive Officer ran the meeting until the election because Vice-Chair Taylor Winchell was unable to participate and called in sick.

**2. Approval of August 2022 CCEPD Full Committee Meeting Minutes**

Motion: It was moved/seconded (Sifuentes/Meyer) to approve the August meeting minutes. (Yes – 8, Acton, Fried, Hayes, Kommineni, Ladd, Luna, Meyer, Sifuentes,): (No – None); (Abstain – None). Motion passed on 8-0-0 vote.

**3. Election of Chair and Vice-Chair**

Executive Officer Aliferis-Gjerde announced the resignation of April Dawson as Chair, the nomination of Vice-Chair Taylor Winchell as Chair, and nomination of Member Roy Kim as Vice-Chair. Motion: It was moved/seconded (Ladd/Sifuentes) to elect Taylor Winchell as Chair and Roy Kim as Vice-Chair. (Yes – 10, Acton, Chang, Fried, Hayes, Kommineni, Ladd, Luna, Meyer, Sifuentes, Wright): (No – None); (Abstain – None). Motion passed on 10-0-0 vote.

**4. Approval of Mission, Vision, and Guiding Principles**

Newly elected Vice-Chair Kim provided background on the Mission, Vision, and Guiding Principles. Members discussed the Mission, Vision, And Guiding Principles.

Members gave the following feedback for the Mission Statement:

* Suggestion to add “systems and processes.”
* Suggestion to add “implementation efforts.”
* There was agreement to add the above words and allow the Executive Committee to make further recommendations.

Members gave the following feedback for the Vision Statement:

* Discussion on what our vision should be, and it is increasing employment for people with disabilities.
* Liked highlighting the “experience, talent, skill and value” in the sentences.
* Members changed the sentence to read as follows:

“Through equitable access to services and employment, people with disabilities bring diversity, experience, talent, skill and value to California’s workforce and communities.”

There was agreement that this should be the vision for CCEPD.

Members made minimal changes to the guiding principles. There were some wording changes to Guiding Principles, which were captured by the Executive Officer.

Members agreed to make changes and review them at next Full Committee meeting.

**5. Discussions of Issues for 2023**

Members discussed which issues should be followed in 2023. Members made the following suggestions:

* Follow equity conversations. Discussion occurred on how inclusion and disability should be a part of the conversations.
* Employment Development Department grants to be released regarding people with disabilities.
* Department of Rehabilitation’s initiative to provide funds to businesses.
* Managing benefits and employment and transitioning to employment are still important.
* Department of Developmental Services has released funds for various disability related programs.
* Managing benefits is also an issue for older adults. Discussion centered on how people with disabilities are older and don’t have enough to provide for their care in retirement.

**6.** **YLF 2.1 Concept, Regional Events and 2023 YLF Update and Approval**

Executive Officer Aliferis-Gjerde provided an update on the YLF 2.1 Concept, Regional YLFs, and the 2023 YLF.

* A YLF 2.1 Concept was submitted to Lead Departments and there have been meetings held. From initial conversations, the new model will be implemented in 2024.
* 5 local areas were approached to develop local YLFs. Executive Officer is working with three local areas: Los Angeles, Sacramento, and San Diego. Discussed who the local partners are and when regional YLFs will be held.
* Discussed how many youths participated in 2022 (12). Requested members share information for 2023 YLF.
* Discussed 2023 will be a hybrid YLF with some virtual programming and some in-person programming. Budget is estimated for 40 students.

Members discussed the need for more participation and concerns whether the program is relevant for youth. Need more youth to be engaged in planning and implementation.

**7.** **Joint Committee Best Practices Update**

Staff Member Ford provided an overview of the discussions with local workforce development boards. The Joint Subcommittee will develop a best practices toolkit and policy recommendations. The work will continue in 2023. Discussions centered on Regional Center clients and interactions with local workforce development boards, need for long-term funding, metrics to be better aligned, and continued issues with benefits planning.

**8. Approval of Comment Letter for State Plan for Career Technical Education.**

Staff Member Ford provided an overview of the comment letter and background on this project.

Motion: It was moved/seconded (Hayes/Sifuentes) to approve the comment letter. (Yes – 9, Chang, Fried, Hayes, Kommineni, Ladd, Luna, Meyer, Sifuentes, Wright); (No – None); (Abstain – None). Motion passed on 9-0-0 vote.

**9. Approval of CCEPD Annual Report**

There was a quick overview of the CCEPD Annual Report. Members were asked to approve the report and allow the Chair and Executive Officer to make final editing.

Motion: It was moved/seconded (Sifuentes/Luna) to approve the report and allow for editing by Chair and Executive Officer. (Yes – 9, Chang, Fried, Hayes, Kommineni, Ladd, Luna, Meyer, Sifuentes, Wright): (No – None); (Abstain – None). Motion passed on 9-0-0 vote.

**10. 2023 CCEPD Calendar**

Executive Officer Aliferis-Gjerde provided an overview of meeting dates. Members discussed changes to Bagley-Keene Open Meeting Act and having one in-person meeting.

**11. Agenda Items for Future Meetings**

No items were suggested.

**12. Public Comment**

There was an invitation to attend a meeting of the California Commission on Aging, and discussion of partnership.

**13. Adjournment**

Meeting was adjourned at 11:44 a.m.

# **CCCEPD’s Mission, Vision, and Guiding Principles**

**Background**

The California Committee on Employment of People with Disabilities (CCEPD) leadership decided that the mission, vision, and guiding principles should be modified. The Executive Committee began review in June 2022 and finalized language in September 2022. Members provided feedback to the mission, vision, and guiding principles in the November 2022 Full Committee Meeting. At the February 2023 Full Committee Meeting, Members will approve the mission, vision, and guiding principles through a motion. The mission, vision, and guiding principles will be updated in the CCEPD’s Operating Guidelines and shared.

**Proposed New Mission, Vision, and Guiding Principles**

**Mission**

At the November 2022 Full Committee Meeting, Members added the following words to the mission “systems and implementation efforts” as part the core work of the CCEPD. At the January 2023 Executive Committee changed the order of the words of “develops, evaluates and influences.”

**Proposed Mission:** The California Committee on Employment of People with Disabilities (CCEPD) evaluates, develops, promotes, and influences policies, systems, and implementation efforts to increase employment and training of people with disabilities.

**Vision**

At the November 2022 Full Committee Meeting, Members changed the order of the sentence. There were no additional changes at the Executive Committee.

**Proposed Vision:** Through equitable access to services and employment, people with disabilities bring diversity, experience, talent, skills, and value to California’s workforce and communities.

**Guiding Principles**

At the November 2022 Full Committee Meeting, Members made a couple of grammar changes and word choices. If there are no additional notes to individual guiding principles, then there are no changes.

**Guiding Principles:**

* People with disabilities are equitably represented across industries at all levels. (Members asked to review sentence. Members at Executive Committee added “equitably” and removed words “as non-disabled counterparts.”)
* People with disabilities are empowered to willingly participate in economic and workforce activities.
* Support diversity, equity, accessibility, and inclusion of all communities when developing policy recommendations or influencing policies.
* All systems and programs serve people with disabilities.
* Equal opportunity, full participation, independent living, and economic self-sufficiency are core principles for the development of a workforce system accessible to people with disabilities.
* Partnership and collaboration with all stakeholders are necessary to ensure equitable access for people with disabilities.
* As an essential workforce partner, the business community gains a broader skilled workforce by providing equitable employment opportunities for people with disabilities.
* Employment improves social, economic, and health outcomes for individuals, their families, and communities.
* Public policy at all levels should promote employment incentives and decrease barriers to employment for people with disabilities.
* Evidence-based information should be used to set measurable and attainable goals.

# **Benefits Planning Advisory Body Cross-Collaboration**

# **February 2023 Full Committee Meeting**

**Introduction**

The California Committee on Employment of People with Disabilities (CCEPD) presented the benefits planning recommendations to the State Rehabilitation Council (SRC). During the presentation, the CCEPD suggested ways to further collaborate on benefits planning and expand the conversation to other facets of benefits planning which is under state jurisdiction. After discussions with SRC, we are putting together a workgroup of CCEPD members and members from other advisory bodies.

**Goal of the Project**

The CCEPD, the SRC, in collaboration with other advisory bodies, would create a monthly cross-advisory body subcommittee to focus its work on systemic policy issues and recommendations for benefits planning.

The goal of the project is to highlight systemic policy issues laid out in a report format with supporting information. The report will be organized by topic area with supporting data and information, stories, and literature review, and highlight legislative, state budgetary or administrative issues. Because so many issues with benefits planning is tied to federal programs, the report can highlight those issues. Lastly, the goal is to build a case for reform and how benefits affect employment of people with disabilities.

**Process/Timeline**

The meetings will not begin until March. Meetings will be monthly with the goal of developing and submitting a report in the fall/winter. This will also allow other advisory bodies to make recommendations through their mandated purview.

**Subcommittee/Workgroup**

For the CCEPD, some of the Members of the State Coordination Subcommittee will be asked to participate in the monthly meetings. Besides the SRC, other advisory bodies are being asked to join in the conversations are the CalABLE Board, the California Behavioral Health Planning Council, the Commission on Aging, the State Council on Developmental Disabilities, and the State Independent Living Council.

CCEPD will also request subject matter expertise from state departments and research organizations.

**Potential State Problem Definitions**

Based on conversations and feedback over the years on benefits planning, CCEPD Executive Officer identified several areas where the conversation can begin.

* Lack of coordination between program and services regarding benefits planning and lack of access to benefits planning.
* Review of workforce training on benefits planning and how DB101, Work Incentives Planners, and navigators work together to assist benefits planning for people with disabilities.
* Lack of information on benefits planning and discussion of strategies to increase knowledge for families and people with disabilities.
* Eligibility requirements (both income and asset test) for long term care services and supports, health insurance, affect the management of benefits and employment.
* Beginning the education of parents and youth with disabilities on benefits planning and how to improve information for transition-aged youth.

However, the first couple of meetings will be set to scope out and decide which pieces of benefits planning policy should be discussed. Not all issues are listed, and stated problem definitions will be changed based on the conversations in the workgroup. The goal is to have focused discussions and meetings focused on a particular area of the benefits planning issues.

Lastly, members are also being asked to add language in the Operating Guidelines to allow for workgroups in addition to Subcommittees. Please review the Operating Guidelines for the language.

# **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 on 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.

**[Add following language.] 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

# **CCEPD Review of Governor’s Proposed 2023-24 Budget**

**Background**

The California State Constitution requires the Governor to submit a proposed budget to the legislature by January 10 of each year. Following the submission of the budget, the budget bill is introduced to each house in the legislature and an analysis is provided by the Legislative Analyst’s Office. The Governor submits a revised budget in May. The revised budget is reviewed and adjusted for additional amendments. Once the budget has been approved by the legislature, it is sent to the Governor by June 15 for his signature.

**Overview**

On January 10, 2023, Governor Gavin Newsom unveiled a [$223.6 billion budget proposal](https://ebudget.ca.gov/). The budget projects a $22.5 billion shortfall that the administration would solve through a series of trigger cuts, delays or deferrals of spending authorized in earlier years, and withdrawals or reductions of planned one-time spending. The spending plan would protect many ongoing investments made in prior years, but would not draw down state reserves, which are projected to total $35.6 billion.

The governor’s budget proposal would mostly protect and maintain progress made in the current and prior budget years to help improve economic security and opportunities for Californians with low incomes, including policy advances in health care and behavioral health, safety net and cash assistance programs, homelessness and housing, and cradle-to-career education.

The focus of this document focuses on workforce initiatives and support services within the Labor and Workforce Development and Health and Human Services Department that impact workers with disabilities. The document only focuses on those areas.

**Labor and Workforce Development**

Over recent years, the administration has focused on the state's workforce challenges such as inequality, economic mobility, and the changing role of technology and climate change necessitating new skills for future jobs. The 2022 budget invested approximately $2.2 billion general fund dollars for such efforts. The proposed budget maintains $2.065 billion.

The following workforce initiatives, and funding updates to existing initiatives, are highlighted in the proposed budget:

* Various Department of Public Health Workforce Development Programs—The 2022 Budget Act previously planned $65.6 million over four years for various public health workforce development programs. The Budget proposes to reduce this investment to $15.8 million to help address the projected revenue shortfall.
* Apprenticeship Innovation Fund—The 2022 Budget Act committed $175 million General Fund over three years ($55 million in 2022-23 and $60 million in each 2023-24 and 2024-25) at the Department of Industrial Relations to invest in and expand non-traditional apprenticeships. The Budget proposes to withdraw $40 million ($20 million in each 2023-24 and 2024-25)—reducing the total three-year investment to $135 million. If there is sufficient General Fund in January 2024, this reduction will be restored.
* Women in Construction Unit—The 2022 Budget Act committed $15 million General Fund ongoing at the Department of Industrial Relations to promote and support women and non-binary individuals in skilled trade careers. The Budget proposes to pause this funding in 2023-24 and 2024-25—and resume funding of $15 million General Fund ongoing in 2025-26. If there is sufficient General Fund in January 2024, this pause will be withdrawn.
* COVID Workplace Outreach Program—The 2022 Budget Act committed $50 million General Fund over two years ($25 million in each 2022-23 and 2023-24) to the Department of Industrial Relations to partner with organizations to perform COVID outreach and education to workers and employers in high-risk industries. The Budget proposes the elimination of $25 million in 2023-24.
* Emergency Medical Technician Training—The 2022 Budget Act committed $60 million General Fund over three years ($20 million in each 2022-23, 2023-24, and 2024-25) at the Employment Development Department to provide targeted emergency medical technician training. The Budget proposes to withdraw $20 million ($10 million in each 2023-24 and 2024-25)—reducing the total three-year investment to $40 million. If there is sufficient General Fund in January 2024, this reduction will be restored.
* California Youth Leadership Program—The 2022 Budget Act committed $60 million General Fund over three years ($20 million in each 2022-23, 2023-24, and 2024-25) to the California Workforce Development Board to invest in career pathway programs at community colleges. The Budget proposes to withdraw $20 million ($10 million in each 2023-24 and 2024-25)—reducing the total three-year investment to $40 million. If there is sufficient General Fund in January 2024, this reduction will be restored.
* Various Department of Health Care Access and Information (HCAI) Workforce—The 2022 Budget Act committed over $1.5 billion General Fund for healthcare and workforce development initiatives over multiple years. The Budget defers $68 million in 2022-23 and $329.4 million in 2023-24 for certain HCAI healthcare workforce programs. These programs remain fully funded, but these funds will be appropriated later than initially anticipated—$198.7 million in both 2024-25 and 2025-26.

**Health and Human Services**

The proposed budget includes $230.5 billion ($71.5 billion general fund) for health and human services programs in 2023-24. Unprecedented investments were made in the prior two budgets to improve the lives of all Californians, with a focus on the state's most vulnerable communities. Despite the decline in general fund revenues, the proposed budget continues to advance the health and well-being of all Californians and maintains most of the investments made in recent years.

The following health and human services initiatives, and funding updates to existing initiatives, are highlighted in the proposed budget:

* Expanding Health Care Access and Delivery System Transformation—The Budget maintains $844.5 million ($635.3 million General Fund) in 2023-24, $2.1 billion ($1.6 billion General Fund) in 2024-25, and approximately $2.5 billion ($2 billion General Fund) ongoing, inclusive of In-Home Supportive Services costs, to expand full-scope Medi-Cal eligibility to all income-eligible adults ages 26 to 49 regardless of immigration status on January 1, 2024. Additionally, the Budget maintains the approximately $10 billion total funds commitment to continue transforming the health care delivery system through California Advancing and Innovating Medi-Cal (CalAIM).
* Behavioral Health Continuum—The Budget maintains over $8 billion total funds across various Health and Human Services departments to expand the continuum of behavioral health treatment and infrastructure capacity and transform the system for providing behavioral health services to children and youth.
* Developmental Services Provider Rate Reform—The Budget maintains an estimated annual $1.2 billion General Fund by 2024-25 to fully implement service provider rate reform with a focus on improving outcomes and quality of services, and to address disparities within the system.
* Increased Cash Assistance—The Budget maintains over $1 billion General Fund annually to provide increased cash assistance to individuals with disabilities and older adults in the Supplemental Security Income/State Supplementary Payment program, and low-income children and families in the CalWORKs program.
* Public Health Infrastructure Investment—The Budget maintains $300 million ongoing General Fund to modernize state and local public health infrastructure and transition to a resilient public health system. Of this amount, $100 million General Fund supports increased state public health capacity in foundational public health areas such as emergency preparedness and response and workforce development and training. The remaining $200 million General Fund is for local health jurisdictions to expand public health staffing and reduce health disparities.
* Healthcare Workforce—As referenced in the previous Labor and Workforce Development section, the Budget maintains over $1 billion General Fund to the Department of Health Care Access and Information (HCAI) to strengthen and expand the state’s health and human services workforce. These investments include funding for increasing nurses, community health workers and social workers, and supporting new individuals coming into the workforce in behavioral health, primary care, and reproductive health. This commitment will be fulfilled, but over more time due to declining General Fund revenues.

**Conclusion and Next Steps**

The 2023-24 California State Budget process will be followed by CCEPD staff. Once the budget is finalized in June, CCEPD staff will reanalyze workforce initiatives and support services to follow for implementation efforts and determine how to best interact on these initiatives.