



**EXECUTIVE COMMITTEE**

Friday, July 1, 2016

11:00 – 11:30 A.M.

1740 West Adams Street, Suite 410, Phoenix, Arizona 85007

**DRAFT MINUTES**

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on Friday, July 1, 2016 at the ADDPC Office, 1740 West Adams, Suite 410, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>
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Ray Morris, Chairperson, Telephone  
 Monica Cooper, Telephone

Melissa Van Hook, Telephone  
 Andrew Robinson, Telephone

<b>Members Absent</b>
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John Black, Vice-Chairperson

<b>Staff/Guests</b>	<b>Guests</b>
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Larry Clausen, ADDPC  
 Marcella Crane, ADDPC  
 Lani St. Cyr, ADDPC  
 Michael Leyva, ADDPC  
 Sarah Ruf, ADDPC

Jean Ajamie, IHD  
 Ron Merritt, ON Advertising  
 Kelly Lalan, Health Choice (Public)

**A. Call to Order**

Chairperson Ray Morris welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 11:00 A.M. Roll call and participant introductions were completed.

**B. Approval of Meeting Minutes**

The minutes from the January 26, 2016 Executive Committee meeting were reviewed.

- A motion was made by Melissa Van Hook to approve the January 26, 2016 Executive Committee Meeting Minutes.
- The motion was seconded by Monica Cooper.
- The motion carried.

**C. PBIS Contract Extension w/ Institute for Human Development - \$42,742**

Larry Clausen brought forward the recommendation for a cost extension of the current contract with the Institute for Human Development (IHD) in the amount of \$42,742. The Positive Behavior Interventions & Supports (PBIS) project was funded under a contract that expired on June 30, 2016. Due to leadership changes and the need to support the existing infrastructure so the PBIS project can potentially move forward in 2017, the cost extension of the contract was seen as necessary. Larry went into detail describing the work that would be completed through the new proposed contract end date of September 30, 2016. The new director of the PBIS project, Jean Ajamie (replacing Dan Davidson who left IHD on 6/30/16), introduced herself and fielded questions regarding the activities that will be undertaken over the next 3 months if the project is funded. Among the standout items were tasks related to interpreting the Every Student Succeeds Act (ESSA) which reauthorizes the Elementary and Secondary Education Act (ESEA). ESSA has new requirements for accountability and creating safe and productive schools, yielding potential opportunities for moving PBIS into a view with the Arizona Department of Education. Additional work will also be done on gathering and using data related to the outcomes of PBIS in schools across Arizona that have committed to the concept.

- A motion was made by Melissa Van Hook to approve funding in the amount of \$42,742 as a part of the contract extension through September 30, 2016 with the Institute of Human Development.
- The motion was seconded by Monica Cooper.
- The motion carried.

**D. Establishment of New Purchase Order w/ON Advertising - \$25,000**

ON Advertising (previously doing business as Perfect Media) has worked with the Council since 2010 and was involved in creating the brand/logo of the Council as well as designing the Annual Report and other documents widely distributed. Because the operating purchase order expired on June 30<sup>th</sup>, Larry brought forward the proposal of a new one in the amount of \$25,000. He described the key elements of work that would be done within the purchase order that included printing of signs, stationary, business cards, various reports, as well as marketing support and use of the company's new capacity in video production

- A motion was made by Andrew Robinson to approve the Purchase Order with ON Advertising in the amount of \$25,000
- The motion was seconded by Melissa Van Hook.
- The motion carried.

**E. Establishment of New Purchase Order w/Ranstad Temporary Service - \$15,000**

This agenda item was brought to the Executive Committee due to the expiration of the previous Purchase Order on June 30, 2016, and the need for a new one to conduct business with Randstad Temporary Services. Randstad employs student interns selected by the Council and pays them at a rate of \$10.00 per hour.

The Council continues to utilize paid interns to help support the growth of social media. Sarah Ruf the Community Relations Specialist, supervises the functions of social media, but due to other multiple tasks assigned to her position, needs assistance in research, design and placement of information on the Facebook and Twitter accounts. Interns work a maximum of 20 hours per week during which they collaborate with staff in developing ideas in creating innovative and appealing posts, especially appealing to younger visitors. Social media is also used to drive more visitors to the Council website which contains more detailed information useful to diverse audiences.

- A motion was made by Andrew Robinson to approve a new Purchase Order with Randstad Temporary Services in the amount of \$15,000.
- The motion was seconded by Monica Cooper.
- The motion carried.

**F. Call to the Public**

Kelly Lalan a member of the public, thanked the Executive Committee for the opportunity to listen in to the proceedings.

**E. Adjourn**

- A motion was made by Melissa Van Hook to adjourn the meeting.
- The motion was seconded by Andrew Robinson.
- The motion carried and the meeting adjourned at 11:40 A.M.

Dated this 5<sup>th</sup> day of July, 2016  
Arizona Developmental Disabilities Planning Council