



EXECUTIVE COMMITTEE

Thursday, November 17, 2016

3:00 – 3:30 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

DRAFT MINUTES

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Thursday, November 17, 2016 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

John Black, Vice- Chairperson
Andrew Robinson

Melissa Van Hook, Telephone
Monica Cooper, Telephone

Members Absent

Ray Morris, Chairperson

Staff/Guests

Larry Clausen, Staff
Lani St. Cyr, Staff
Marcy Crane, Staff
Sarah Ruf, Staff

Guests

Erica McFadden
J.J. Rico, Council Member

A. Call to Order

Vice-Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 3:02 P.M. Roll call and participant introductions were completed.

B. Approval of Meeting Minutes

The minutes from the October 5, 2016 Executive Committee meeting were reviewed.

- A motion was made by Monica Cooper to approve the October 5, 2016 Executive Committee Meeting Minutes.
- The motion was seconded by Andrew Robinson.
- The motion carried.

C. Approval of Conditional Job Offer to Erica McFadden

John Black brought forth the recommendations of the ADDPC Hiring Committee to hire Erica McFadden as the new Executive Director of the Council. The Hiring Committee completed a thorough review of Ms. McFadden's credentials which among other things cites her experience in managing an organization similar to the ADDPC in size and mission. Ms. McFadden answered questions posed by the Executive Committee and members were very satisfied with the responses. The Executive Committee was advised that the tentative start date for Ms. McFadden will be Monday, December 19th. This date was scheduled in advance of her formally assuming the responsibilities of the Executive Director on Tuesday, January 3, 2017. In the interim between December and January, Ms. McFadden will work with Larry Clausen in transitioning duties and responsibilities.

- A motion was made by Melissa Van Hook to make a conditional job offer to Erica McFadden as the new Executive Director of the Arizona Developmental Disabilities Planning Council. The offer is conditional upon successful completion of all human resources reviews that are necessary in hiring new employees.
- The motion was seconded by Monica Cooper.
- The motion carried.

D. Call to the Public

No members of the public were present.

E. Adjournment

John Black, Vice Chairperson called for a motion to adjourn the meeting.

- A motion was made by Monica Cooper to adjourn.
- The motion was seconded by Andrew Robinson.
- The meeting adjourned at 3:14 P.M.