



**FULL COUNCIL MEETING
DRAFT MINUTES**

Friday, December 2, 2016
9:30 a.m. – 12:30 p.m.

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

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened at the ADDPC offices, notice having been duly given. Present and absent were the following members of the ADDPC, guests and staff.

COUNCIL MEMBERS PRESENT IN PERSON

John Black, Vice-Chairperson	Dr. Laura Love
Monica Cooper	Janna Murrell
David Copins	Andrew Robinson
George Garcia	Jason Snead
Angelina James	Melissa Van Hook
Katharine Levandowsky	

COUNCIL MEMBERS PRESENT VIA TELEPHONE

Madeline Corzine	J.J. Rico
John Eckhardt	Tom Uno
Jamie Edgin	

COUNCIL MEMBER REGRETS

Ray Morris, Chairperson
Traci Gruenberger
Charles Ryan

ADDPC STAFF PRESENT

Larry Clausen	Lani St. Cyr
Marcella Crane	Sarah Ruf

GUESTS

Jean Ajamie, *Institute for Human Development, Northern Arizona University*
Diana Del Cid, *Institute for Human Development, Northern Arizona University*
Dr. David Daugherty, *Morrison Institute, Arizona State University*
Lionel Delgado, *Advocate*
Dr. Erica McFadden, *Morrison Institute, Arizona State University*
Deb Pryor, *Partners In Brainstorms*

Continuation of Guests

Pearlette Ramos, *Division of Developmental Disabilities, Arizona Department of Economic Security*
Thomas Reilly, Morrison Institute, Arizona State University
Guillermo Velez, Chicanos Por La Causa

Call to Order

Vice-Chairperson John Black welcomed Council members, guests and the general public to the meeting. The meeting was called to order at 9:35 a.m. Roll call was taken and 16 Council members were present in person and by telephone, achieving quorum. Council members, ADDPC staff, and guests introduced themselves.

Consent Agenda

The Consent Agenda containing the August 12, 2016 Council meeting draft minutes were reviewed for approval.

- A motion was made by Melissa Van Hook to approve the consent agenda as submitted.
- The motion was seconded by Katharine Levandowsky.
- 16 approving votes were cast with no opposing votes or abstentions.
- The motion carried.

Introduction of New Executive Director

Larry Clausen, Executive Director for the ADDPC, stated his retirement from state service is December 31, 2016. With his impending retirement, the Council, per the Executive Order and Bylaws convened an ad-hoc hiring committee, and they selected Dr. Erica McFadden to be the next Council's Executive Director. The Council's Executive Committee met and concurred with their decision. Dr. McFadden will begin her new position on December 19, 2016. Dr. McFadden is currently with the Morrison Institute at Arizona State University and has been the primary researcher for the Council's policy briefs/reports and most recently conducted the Comprehensive Review and Analysis for the Council's Five Year State Plan. Dr. McFadden stated she is excited and looks forward to working with Council and staff.

NACDD Membership Dues

Larry Clausen stated the Council receives annual notice of membership dues from the National Association of Council's on Developmental Disabilities (NACDD). NACDD is a non-profit organization supported by annual dues from state council's and territories based on a formula, and is also funded by the Administration on Intellectual and Developmental Disabilities (AIDD). NACDD's role in supporting the Council's work is primarily around federal legislative updates, including any part of the federal budget Congress is considering that impacts Council funding and other funding that supports persons with developmental disabilities. In addition, NACDD also conducts lobbying activities, hosts several national conferences, and supports the Institute for Technical Assistance Center for Councils on Developmental Disabilities (ITACC). Larry Clausen stated that he recently resigned from NACDD's board after having some concerns with their personnel, and the invoice for the annual dues was held until he could have further discussions with the Chair and Vice-Chair. The 2017 membership's dues is \$11,590. Council members discussed the relevance and concerns brought up by Larry Clausen, however, felt it would be beneficial for the incoming Executive Director, Dr. Erica McFadden, to engage with NACDD staff and their board, and to monitor the work of NACDD in the upcoming year.

- A motion was made by Andrew Robinson to approve the NACDD 2017 Membership Dues in the amount of \$11,590.
- The motion was seconded by Dr. Laura Love.
- 16 approving votes were cast with no opposing votes or abstentions.
- The motion carried.

Untapped Arizona

Deb Pryor with Partners in Brainstorm (PIB), provided an update on Untapped AZ. Partners in Brainstorm is a subcontractor with Arizona Health Care Cost Containment System (AHCCCS), who is funded by the Council for this project. Ms. Pryor provided a brief update on the consulting work she is providing to the Untapped AZ Board of Directors. The priorities she discussed with the Council were the following:

- 1). Support the Board of Directors to create sustainable vision and organization by recruiting additional board members, proceed with the Letter of Intent to become Arizona's Business Leadership Network affiliate for the entire state, and utilize the ASU Lodestar Center for strategic planning and board governance training.
 - 2). Update the strategic plan to further develop implementation plan and models.
 - 3). Utilize independent contractors to maximize targeted goals and milestone accomplishments; This includes contractors to assist with a Toolkit for employment service providers, Untapped AZ website, and for Untapped AZ to have a specific page on Arizona's Job Site know as ARIZONA@WORK.
 - 4). Utilize business assessment survey results and the state's sector strategies to inform business outreach, services, and supports. PIB continues to work with the Business Advisory Committee, conducted a presentation to the Phoenix Chamber of Commerce, and is developing protocols with DES for Business Service Representatives and developing tools based upon the statewide business needs assessment, to support service providers in employer engagement.
 - 5). Pilot and finalize business and job seeker outreach strategies, tools, resources, and services. PIB will finalize business needs self-assessment, identify existing business services and supports, partner with WIIN to develop DB101 toolkit for employers and partner with DES ARIZONA@WORK – Arizona's Job Connection/Job Site.
- Larry Clausen stated his appreciation to Ms. Pryor and the work she has undertaken to support Untapped AZ. Mr. Clausen stressed the importance of this work, and to ensure that Untapped AZ Board of Directors is aware of all the work by PIB and for the Board to direct the work of Untapped AZ going forward.

Morrison Institute

Thom Reilly, Dr. David Daugherty, and Dr. Erica McFadden presented their current and proposed work to do for the Council. Morrison Institute (MI) at Arizona State University has received a contract from the Council for five years to do various research, report writing, community focus groups/forums, and most recently assisted the Council in conducting the Comprehensive Review and Analysis (CRA) for the current 2017-2021 Five Year Plan. In addition to the completion of the CRA, MI completed three reports, four blogs, three briefs were updated with five more by the end of the contract period in January 31, 2017, media outreach and five presentations of Council data to various different conferences. MI has recently undertaken work on self-advocacy focusing on Latino youth with disabilities and their families by providing training and education on self-advocacy, self-determination and resource. Training was conducted in Spanish to 10 Latino youth and 11 family members.

Going forward in 2017, Mr. Reilly stated that several possibilities are being considered to continue the partnership with the Council, and that there should be no concern about the level or quality of work done by MI with Dr. McFadden leaving. Dr. Daugherty and other policy analysts will continue to support the work of the Council. MI proposed to the Council supporting the three Goals as stated in the current Five Year Plan, which include these

specific proposed projects: Self-Advocacy Goal-Expand upon the self-advocacy curriculum for Latino families in Nogales; Community Inclusion Goal-Disseminate research on children with disabilities in the child welfare system, host statewide public forums on topics such as community policing, mental health, and other disabilities, and for the Employment Goal-Evaluate the impact of Proposition 206 (Minimum wage increase in AZ). Council members expressed appreciation for the work MI has undertaken and stated the proposed work fits under the current Five Year Plan. It was addressed that research should be inclusive reach unserved/underserved groups of people and areas of the state.

- A motion was made by Monica Cooper to approve the MI proposed 2017 projects for the Council.
- The motion was seconded by Jason Snead.
- 16 approving votes were cast with no opposing votes or abstentions.
- The motion carried.

Fiscal Update

Lani St. Cyr, Fiscal Manager, presented an update on FFY's 14-17 federal allotments to the ADDPC. FFY 14 is complete with no funds left to manage; FFY 15 has approximately \$267,694 left to liquidate by September 30, 2017; FFY 16 has approximately \$216,757 to obligate by September 30, 2017 and \$822,455 to liquidate by September 30, 2018. Lani stated we're in good shape to date with these funds and that our office has received notification of first allotment of FFY 17 funds. Lani also provided a detailed review of the all the programs that were funded during the 2015-2016 year, and a list of projects that have received approval for continuation into 2017. Lani will continue to provide updates and support to the Council and to the Standing Committees as they meet and plan how funds will be obligated.

RFGA, PPR and State Plan Update

Marcella Crane, Contracts Manager, provided the following update on three areas: The Self-Advocacy Standing Committee, chaired by Monica Cooper, has met twice and is planning to release a competitive solicitation in early January 2017 focusing on the first objective, under the Self-Advocacy Goal. Approximately \$200,000 will be available for applicants to apply that qualify and respond to the Scope of Work. Multiple awards may be awarded with an emphasis on leadership development training and outreach to underserved and unserved populations and areas of the state. Ms. Crane asked Council members to send her ideals to develop the Scope of Work. Ms. Crane updated the Council on the Program Performance Report (PPR), which covers the Council's progress from October 1, 2015-September 30, 2016. The PPR is the final programmatic report for the previous Five Year State Plan and is due by January 1, 2017. Ms. Crane stated Council members are welcomed to provide any comment to the PPR prior to submission. The last update provided is the current feedback received from AIDD on the 2017-2021 Five Year Plan. The full application, which included a 2 Year Work Plan on the Council's Goals and Objectives, Evaluation Process, Council Membership Status, and the data collected by MI for the Comprehensive Review and Analysis, was reviewed by a panel of peers that are other Council Executive Directors and AIDD/ITACC staff. Arizona, as compared to other states, did very well in all sections of the application and our application has been approved for the five years. There is one area that the Council needs to shore up that AIDD has been aware of which is the required membership per the DD Act. Larry Clausen has spoken to both AIDD and the Governor's Office of Boards and Commission to address this. Other areas identified in the Tier 2 Review Summary as "Weakness" will be addressed by the staff as soon as instructions are provided by AIDD.

Council Communications

Sarah Ruf, Community Relations Specialist, provided an update on some of the key communications and media outreach efforts. This past year was a busy, filled with organizing with NAU/IHD four webinars with 190 participants, updated the Legal Options Manual in English and in Spanish, provided a presentation on the work of the Council to the City of Peoria, and to DDD support coordinators, tracked nine news stories featuring the PBIS and the Legal Options Manual, assisted MI on the 11 community forums, and works with staff to track the Council's Facebook, Twitter and List serve. Ms. Ruf stated that she is interested in hearing feedback from Council members on what messages the Council would like to communicate to stakeholders and the public.

Council Meeting Dates

Vice Chairman John Black went over the proposed 2017 Full Council meeting schedule. Meetings will be scheduled quarterly, beginning with the retreat scheduled in March and then in June, September, and December. George Garcia proposed a new meeting time to begin the Council meeting and Council members stated an adjustment to the time would be appropriate.

- A motion was made by George Garcia to approve the 2017 Council Meeting Schedule, with Council meetings beginning at 10:00 AM – 1:00 PM
- The motion was seconded by Monica Cooper.
- 16 approving votes were cast with no opposing votes or abstentions.
- The motion carried.

2017 Annual Retreat

Lani St. Cyr is working with the ad-hoc committee to plan the Council's Annual Retreat. At this time, locations are being researched and locations must be ADA compliant with parking and meeting room facility, and all costs must be reasonable and comply with standard state rates. The tentative date is March 10, 2017. The ad-hoc committee is Angelina James, Monica Cooper and Andrew Robinson. Planning for the Agenda will take place in January and ideas can be sent to Lani.

Council Member Updates

Vice-Chairman introduced the new Council members and each one spoke briefly about their current work. New members recently appointed are Jason Snead, consumer, recent graduate from AZ Summit Law School, and will be taking the AZ State Bar exam in February 2017. Janna Murrell is with Raising Special Kids and Director of Family Support and Education, is a parent of special needs young adult. Katharine Levandowsky is the Office Chief for the Department of Health Services, Office for Children with Special Health Care Needs. All three were welcomed by the Council members.

Melissa Van Hook stated the Autism Society of Greater Phoenix is hosting an Autism Job Fair on January 11, 2017 from 9:00 AM – 2:00 PM. Information can be found on their website and the staff will post the information on the Council website.

Angelina James stated she is a board member on the Arizona Center for Disability Law Center and excited about the upcoming year and new initiatives they will undertake.

Dr. Laura Love stated the LEAN management concept will continue to be implemented within DES; there is a new protocol being implemented for case management and for applicants to apply for benefits which should be less burdensome; and DDD is part of the National Core Indicator project and is looking forward to how the data is captured and used to make policy decisions.

Call to the Public

Lionel Delgado, advocate and consumer in Prescott Valley, stated he appreciated the meeting and Council discussion.

Adjournment

Council Vice Chairperson John Black called for a motion to adjourn:

- Monica Cooper made a motion to adjourn.
- The motion was seconded by Melissa Van Hook.
- Motion carried and the meeting was adjourned at 12:30 p.m.

Dated this 5th day of 2016
Arizona Developmental Disabilities Planning Council