EMPOWERMENT THROUGH INFORMATION COMMITTEE
DRAFT MINUTES
June 18, 2015
12:00 p.m. – 1:00 p.m.
Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 410
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on June 18, 2015 at the ADDPC, 1740 West Adams Suite 410 Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Ray Morris, Chair, In-person	Jamie Edgin, Teleconference
Joyce Millard Hoie, Teleconference	John Eckhardt, Teleconference

Staff/Guest Present	Members Absent/Regrets
Larry Clausen, Executive Director	
Marcella Crane, Contracts Manager	
Lani St. Cyr, Fiscal Manager	
Jacy Farkas, Sonoran UCEDD	
Dan Davidson, IHD/NAU	

A. Call to Order:
Ray Morris made introductions for the Arizona Developmental Disabilities Planning Council (ADDPC) Empowerment through Information Standing Committee. The meeting was called to order at 12:03 a.m.

B. Minutes Approval
The minutes from the November 10, 2014 Committee meeting were reviewed with no changes.

- Motion to accept the minutes made by John Eckhardt Joyce Millard Hoie
- Motion seconded by Joyce Millard Hoie
- Motion carried

C. Picture of a Life-Year 4 Renewal Sonoran UCEDD- $72,086

Lani St. Cyr gave a summary of the proposal including an overview of the project and a review of the accomplishments made in year three. The goal of the project is to better prepare youth with DD transitioning from foster care (ages 14-18) by offering a mechanism for them to make meaningful choices and knowledgeable decisions about their living arrangements, work life, social networks and services through utilizing a person centered planning process incorporating informal supports, community networks, and paid service provider. The desired outcomes are: a safe and stable home, self-determination and self-advocacy, framing a vision for their future, a support system to help with decision making, an ongoing circle of natural/informal support, and employment exploration and opportunities.

The tasks to be completed as part of year four include:

- Conduct two-day training on Essential Lifestyle Planning and Picture of a Life
    - Train 15 individuals and have 5 of those 15 commit to becoming PCP facilitators
- Michael Smull will conduct:
    - Four 2-hour remote video webinar sessions to address challenges and provide technical assistance
    - In-person trainings over 2-days on person-centered systems and practices
- Convene a group of stakeholders at least 4 times in the program year to identify one particular system to implement person-centered practices that can benefit all youth.
    - The group will produce a document based on the workgroup activities and finding at the end of the program year.
    - The stakeholders will include: DDD, child welfare, behavioral health, education, vocational rehabilitation
- The goal is to complete a total of 35 plans for the entire 4 years of the project with at least one year of follow-up.
    - Returning facilitators will complete 2-3 follow up sessions with the previous cohorts and
      update their PCP's
- The Project Director will follow up with facilitators on a monthly basis to determine implementation effectiveness and to provide ongoing support to the facilitators.
- The project team will work with staff from ABIL and DIRECT Center for Independence so that youth can take advantage of curriculum for self-advocacy and self-determination.
- The project will help support youth to attend the Picture YOUR Life Academy in either Phoenix or Tucson during the summer months of the program year.
    - The Picture Your Life Academy will be open to all youth eligible for DDD and DCS services regardless of the their participation in the PCP event.
    - The curriculum will be expanded to include: peer support, independent living skills, and development of health care organizers.

  - They will also work with program partners to determine how to implement a peer/mentoring/support aspect between youth in care and those who have exited care.
- They will evaluate the program and examine the activities outputs and outcomes that are both short and intermediate-term. They will use both a quantitative and qualitative approach for feedback.
- They will continue to seek additional funding opportunities that will expand or further the progress on this project including submitting a proposal to the May and Stanley Smith Charitable Trust. So far, they have been able to leverage existing resources through their collaborative partnerships and in-kind support.
- They plan on continuing their many Collaborative Partnerships with:
  - DDD-Division of Developmental Disabilities
  - RSA/VR-Rehabilitation Services Administration/Vocational Rehabilitation
  - OCSHCN- Office of Children with Special Health Care Needs
  - Arizona Independent Living Centers: ABIL & DIRECT Center for Independence
  - And Michael Smull
- They also intend to further cultivate their relationships with the Department of Child Safety and the Behavioral Health System to not only reduce duplication of effort, but to create sustainability and real systemic change through collaborative efforts.

Jacy Farkas addressed questions made by Committee Members and further clarified the project and some of the challenges that have been addressed. There was further discussion and support for the project.

- A motion to fund the year 4 renewal of the Picture of a Life project in the amount of $72,086 was made by Joyce Millard Hoie.
- Motion seconded by John Eckhardt
- Jamie Edgin recused herself
- Motion carried

D. Positive Behavior Interventions and Supports of Arizona (PBISAz) Year 4 NAU IHD-AzUCD $222,745

Lani St. Cyr summarized the proposal for the year 4 renewal of the 5 year PBIS project to support Local Education Agencies (LEAs) to train staff in Positive Behavior Interventions and Supports (PBIS) with the goal of creating positive school climates where the schools are able to make data based decisions about how to manage behavior and reduce the use of dangerous and unnecessary restraints and seclusion.

The continuation of the project will support the pilot LEAs to ensure that they receive sufficient training and the technical assistance required to implement PBIS. It will evaluate both

implementation of the project and outcomes on students and put in place systems that will sustain these efforts after Council funding ends.

The tasks to be completed as part of year four are as follows:

- Continue to update and revise the PBISAZ.org website
- Have up to 36 schools using PBIS in a sustainable way, supported by their LEAs.
- Publicly and formally honor those schools implementing PBIS
- Have a series of awareness videos available and tailored to reach different audiences.
- Submit a proposal to the Division of Development Disabilities for a pilot project to expand PBIS into home and community settings
- Create a technical assistance resource document to help educators/administrators comply with the new law on restraint and seclusion and encourage PBIS in their schools.
- Remain involved with the Department of Education's student information system implementation that will allow for easy data input and helpful reporting on student behavior, and will encourage more schools to use data-based decision making.
- Conduct an investigation as to the most feasible and beneficial structure of a sustainable PBISAz (e.g. whether to create a new non-profit organization or partner with existing entities like the ACEC, the Arizona K12, or other programs that share some of the PBISAz goals)

There was further discussion and clarification provided by Dan Davidson surrounding the accomplishments that occurred in year 3 of the program and some of the barriers that were encountered as well as the reporting of data.

- A Motion was made by John Eckhardt to fund year 4 of PBISAz in the amount of $222,745.
- The Motion was seconded by Joyce Millard Hoie
- Jamie Edgin recused herself
- The Motion carried.

E. Webinar (SOW) NAU IHD-AzUCD $14,726

Lani St. Cyr gave an overview of the proposal for 8 webinars, including the following:

- NAU/IHD will be responsible for managing, promoting, and hosting each of the events
- They will use the Adobe Connect web-conferencing platform
- It allows hosts, presenters and participants to collaborate in a virtual setting
- Can be accessed through mobile devices
- NAU/IHD will upload and convert content for each of the webinars
- They will create invitations, track registrations, and include the webinars as part of their Event Catalog.
- The registration URLs can also be sent as announcements or embedded in emails.

- NAU/IHD will support the event from start to archive, including: activation with webinar room, displaying presentation materials, and guiding participants through the platform.
- Individuals will have access to previously recorded events, through a URL posting.
- Surveys can be distributed through emails to the participants to track success.

There was additional discussion by committee members.

- A Motion was made by John Eckhardt to fund the webinar proposal in the amount of $14,726.
- The Motion was seconded by Jamie Edgin
- The Motion carried.

F. BJ Tatro Consulting $20,000

Lani St. Cyr gave an overview of the current contract with BJ Tatro and the work she has done for the Council and the value she has added. The request for additional funding includes:

- The development of the Council's new 5 Year State Plan including meetings, facilitation, and the review of the Comprehensive Review and Analysis
- Retreat planning and facilitation
- Community forums, focus groups, surveys
- Remaining work on the Employment First initiative

The contracted rate for is $150/hour which amounts to approximately 133 hours. There was some discussion regarding what was remaining with Employment First.

- A motion to fund BJ Tatro Consulting in the amount of $20,000 was made by Joyce Millard Hoie.
- Motion seconded by John Eckhardt
- Motion carried

G. On Advertising $25,625

Lani St. Cyr gave an overview of the budget estimates provided for the production and/or design work that the Council might utilize in the next year for: reports, publications, collateral, etc. The hourly rate for On Advertising is $75/hour and the request for funding is for 275 hours with an additional $5,000 to be made available for any necessary hard costs. It was explained that payment is made on a reimbursement basis. There was some discussion around the need for 3 bids for amounts over $25,000 and it was explained that this vendor is a state contracted vendor that the Council has been doing business with over four years.

- A motion to fund On Advertising in the amount of $25,625 was made by Ray Morris
- Motion seconded by John Eckhardt
- Motion carried

H. Randstad $15,000

Lani St. Cyr explained that this request for funding would continue the intern support with Council's social media presence on both Facebook and Twitter. The interns average 20 hours per week at a rate of $13.77/hour.

- A motion to fund Randstad in the amount of $15,000 was made by Joyce Millard Hoie
- Motion seconded by Jamie Edgin
- Motion carried

A request to address the Committee was made by Joyce Millard Hoie to regarding having individuals involved with proposals present during meetings. The concern being that it may not allow for candid discussion by Committee members regarding proposals. There was some additional discussion and a recommendation to further the discussion at a later date and time.

I. Call to the Public

No public members commented.

J. Adjourn

- A Motion to adjourn was made by Joyce Millard Hoie
- The Motion was seconded by John Eckhardt
- The Meeting adjourned at 1:13 p.m.

Date this 23rd day of June, 2015
Arizona Developmental Disabilities Planning Council