



EXECUTIVE COMMITTEE

Friday, January 17, 2025

9:00 AM – 10:30 AM

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

Meeting held via teleconference

MINUTES

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (Council/ADDPC) was convened virtually January 17, 2025, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
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Melissa Van Hook, Chairperson	Kelly Roberts
Monica Cooper	Vijette Saari
Kathy Levandowsky	
Janna Murrell	

Members Absent

J.J. Rico

Staff	Guests
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Jon Meyers, Executive Director	
Lani St. Cyr, Fiscal Manager	
Michael Leyva, Grants & Contracts Coordinator	
Sarah Ruf, Director of Communications	
Jason Snead, Research & Communications Specialist	

A. Call to Order/Welcome:

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 9:02 AM. Roll call and participant introductions were completed.

B. Minutes from November 15, 2024, Meeting:

Chairperson Melissa Van Hook asked for a motion to accept the minutes from November 15, 2024, Executive Committee meeting. The motion was made by Vijette Saari, seconded by Kathy Levandowsky. The motion carried.

C. Fiscal/Contract Update:

Lani St. Cyr gave the ADDPC Financial Update and explained that the Council received a total allotment of \$1,501,328 for fiscal year 2023. The Council has fully obligated these funds. A no cost extension for the period of performance has been granted and now runs through September 30th, 2025. There is approximately \$47,087 remaining to be liquidated of those funds.

The Council has received a total allotment of \$1,500,684 for FY 2024. The obligation and project periods are through September 30, 2025. There is approximately \$975,501 remaining to be liquidated. These are the funds being used for the current 2025 Work Plan Projects.

The Council has received a second allotment for FY 2025 in the amount of \$344,486. This brings the cumulative FY 2025 award to \$676,694. The current Continuing Resolution runs through March 14, 2025. Currently we are estimating the award total to be at level funding, but that may change. The obligation and project periods are through September 30, 2026. The final report is due January 28, 2028.

The Federal Financial Reports for the 2023 and 2024 grants were submitted by the December deadline. The final Federal Financial Reports for the 2022 grant and the Public Health Workforce grants are due and the end of January 2025.

The Council Funded Project sheet shows all the current projects funded by the Council. Two contract extensions have been granted. The first is for Impact Analytica to continue the work on the Data Hub. This is expected to run through September 30, 2026. The next is a 3-month no-cost extension to the Sonoran Center and Disability Rights Arizona for their work on the Legal Options Manual update. This will run through March 31, 2025.

The Budget Recommendation sheet has been updated to reflect the projects outlined in the fiscal years 2025 and 2026 work plans as well as the funding that has already approved in prior years. The funding year is generally the year prior to the project year.

FY 2025 funds will be used primarily for projects to be decided on in the FY 2026 work plan. Currently, there is an anticipated surplus of \$201,170 for FY25 funds, which may be needed if there is reduced funding. The administrative budget has been increased to reflect the work to be done with the Comprehensive Review and Analysis.

There was no action taken on this item.

D. Executive Director Report:

1. FFY 2025 Federal Grant Award:

The second award notice for FFY 2025 was received. At this time, there is no information from ACL or HHS on the status of the federal budget after the Continuing Resolution expires on March 14, 2025. It is too soon to tell what the new administration may roll out. In terms of if or when cuts may be projected, staff will assess how long projects will proceed before contracts are canceled. Jon stated his priority is to keep staff employed and determine if it is appropriate for staff to take on certain projects rather than contracting them to outside entities.

2. ADDPC Committees:

Jon stated he and Melissa spoke about potential changes to add members to our standing committees so that they function properly. Jon also stated the Council's bylaws need to be updated, so an ad-hoc committee has been formed, chaired by J.J. Rico, to begin to update the bylaws. Areas that need to be addressed in the bylaws are term limits of the Council members to conform with federal requirements; conflicts of interest state policy language that should be strengthened; and a requirement that all Council members sign an annual certification on conflict of interest.

Monica asked if her membership will be at risk or can she apply for another term. Jon stated that she will fulfill her term, and then it might be necessary for her to stay off the Council for a year before re-applying again as a self-advocate. The details have not been worked out and will need input from the ad-hoc committee.

Kathy asked how making these changes will impede the timeframe it now takes to get new appointments by the Governor's Office of Boards and Commissions. Jon stated he and the ad-hoc committee will have to address this in the bylaws.

3. U.S. Department of Labor, Proposal to Eliminate Sub-Minimum Wage:

Jon stated there is a proposal to eliminate subminimum wage (14c) employment and the Department of Labor is seeking comments from the public. Staff posted a link to the comment site in the chat box. Arizona is moving away from subminimum wage employment and the Council is working on various projects to support integrated competitive employment for individuals with I/DD.

4. 2025 Arizona Legislative Session:

Jon stated that he meets weekly with other disability advocacy groups to track legislation that is introduced in the House or Senate. At the time of this meeting, there are approximately 73 bills that are dropped that may affect individuals with I/DD in areas such as healthcare, ALTCS, criminal justice, special education, DDD, vaccinations, and guardianship. We'll be tracking all these bills and providing updates to the Council.

Jon also stated that on January 22, at 1PM, he is presenting a webinar on the Arizona legislative session. Staff will send out an invitation to all Council members and to the larger public on our listserv. NACDD is also tracking federal legislation, and Jon attends those calls.

Kathy: Can staff create a list of bills for the Council members? Jon said yes, but to remember that bills are introduced daily until key deadline dates in the House and Senate.

E. Contract Proposal

Michael Leyva presented an overview of the scope of work draft to support the "Leadership Development and Advocacy Skills for Individuals with Disabilities and their Families for Systems Change". The proposal was presented to the Meaningful Careers committee and was passed through.

Michael shared information on a request to use the services of a nationally recognized disability leader and policy expert to coordinate and facilitate a leadership development and training program for individuals with intellectual and developmental disabilities, and their family members, to help them become leaders and advocates for system change in Arizona. Allan Bergman, CEO of High Impact Mission-Based Consulting and Training, is uniquely qualified to conduct the training. Mr. Bergman's experience spans more than 50 years in disability services, supports, programs, and training. He has worked nationally in 44 states as a systems change facilitator, strategic planner, group facilitator, and trainer, including 35 years in Partners in Policymaking. He has served as the CEO of six non-profit agencies with budgets ranging from \$3.5 million to \$31 million. He is an insightful strategic planner skilled at aligning goals, groups, and available resources on organizational missions. He is an inspirational trainer and has provided training to over 82,000 individuals working with over 400 organizations and government agencies in 44 states in the U.S., Israel, and Australia.

Mr. Bergman will work with ADDPC to develop program content, recruit and secure national Subject Matter Experts to present information; conduct and facilitate two in-person all day leadership development sessions for self-advocates and family members, coordinate, facilitate, and moderate 6 webinars.

If the contract is approved, the following deliverables would be achieved:

- Develop leadership training and skills content for two, all day in-person sessions.
- Develop content for six leadership training webinars and recruit nationally recognized Subject Matter Experts to present information and skills training.
- Create framework for six leadership training/content webinars, at 3.5 hours each.
- Recruit and coordinate payment to Subject Matter Experts; secure webinar presentation and materials for distribution; follow up with self-advocates and family members on specific requests for information and assistance; create evaluation/survey forms; prepare monthly report and other feedback from the previous webinar; prepare written report; and conduct a virtual presentation of leadership development and training outcome to the Full Council of ADDPC

A motion was made to approve the draft scope of work for \$29,991 by Kathy Levandowsky. The motion was seconded by Kelly Roberts. The motion carried.

F. Full Council Meeting Agenda – January 24, 2025

Melissa reviewed the Full Council meeting agenda and asked if there was any discussion needed. Jon explained the agenda is similar to today's meeting. Two presentations will round out the meeting. Jon also stated that Council meetings are now hybrid and encouraged Council members to attend in person if they can.

G. Announcements:

Kathy wanted to ensure that if federal budget cuts were implemented for the Councils, that as a last resort is to let go of staff. Melissa agreed.

H. Call to the Public:

No members of the public attended the meeting.

I. Adjourn:

The meeting adjourned at 9:47 AM.

Dated this 22nd day of January 2025
Arizona Developmental Disabilities Planning Council