



**EXECUTIVE COMMITTEE**

Friday, November 15, 2024

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 November 15, 2024, notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>
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Melissa Van Hook, Chairperson  
J.J. Rico, Vice Chair  
Janna Murrell

Kelly Roberts  
Vijette Saari

<b>Members Absent</b>
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Monica Cooper  
Kathy Levandowsky

<b>Staff</b>	<b>Guests</b>
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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 9:03 AM. Roll call and participant introductions were completed.

**B. Minutes from September 13, 2024, Meeting:**

Chairperson Melissa Van Hook asked for a motion to accept the minutes from June 14, 2024, Executive Committee meeting. The motion was made by Vijette Saari, seconded by Janna Murrell. The motion carried.

**C. Fiscal/Contract Update:**

Lani St. Cyr gave the ADDPC Financial Update and explained that ACL granted a no cost extension for fiscal year 2022 extending the project period through September 30, 2024. The Council has fully liquidated these funds and completed the work by the extended September 2024 deadline.

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 \$117,470 remaining to be liquidated of those funds.

The Council has received a fifth allotment for fiscal year 2024 in the amount of \$3,482 bringing the current award amount to \$1,500,684. The obligation and project periods are through September 30, 2025. There is approximately \$4,350 remaining to be obligated.

The Council has received the first allotment for fiscal year 2025 in the amount of \$332,208. 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, and the final report will be due January 28, 2028.

The Council Funded Project sheet shows all the current projects funded by the Council. All the proposals voted on during the September full council meeting are now reflected on this sheet. We are following up with any outstanding invoices for the contracts that ended in September.

The Budget Recommendation sheet has been updated to reflect the projects outlined in the fiscal year 2024, 2025, and 2026 work plans as well as the funding that has already approved in the prior years. The funding year is generally the year prior to the project year. So, the years listed are different than the years that are on the sheet. Fiscal year 2025 funds will be used primarily for projects to be decided on in the fiscal year 2026 work plan. Currently, there is an anticipated surplus of \$227,000 for fiscal year 2025 funds, which may be needed if there's 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 & FFY 2026 Annual Work Plans**

Jon reminded members that submission of the annual work plan was mentioned at the last executive committee and Council meeting. We were at that time awaiting approval

of those plans and those plans have since been approved. Fiscal year 2026's plan was conditionally approved because ACL recognizes that some things may get altered as time goes on. There were no requests for changes from ACL. Everything was accepted as submitted and we are good to go moving forward.

## **2. FFY 2023 No Cost Extension Request**

Jon expanded on the No Cost Extension mentioned in Lani's report. The request relates to FY 2023 funds needed to complete some work being done on the Disability Data Hub, which is on the Council's website. Alex Kurz, the researcher from ASU who oversees that project, needed some additional time to build in some Census Bureau information and some information that's being shared with him by DES and DDD. That extension was approved and the contract for that project was extended through the end of January 2025 with the funding extension. By the end of this year or early next year ADPC will have a new set of valuable data incorporated into the Data Hub.

## **3. FFY 2025 Federal Grant Award**

Jon also expanded on the FFY 2025 federal grant award mentioned earlier by Lani. He emphasized that the federal government is still operating under a continuing resolution, as Congress has not passed a budget. That means that Councils will not get a final notice of award until some point in the future, possibly Spring 2025 or later. This creates a very uncertain situation, although we are expecting level funding and have been given no indication that won't be the case. But we have to recognize that there is a new administration coming into office and many changes could happen unless a federal budget is signed before the current president leaves office. We will keep the Council updated as we know more but for the time being we're proceeding as though everything remains as it was in the prior year.

## **4. ADDPC 2024 Community Survey**

As mentioned in previous meetings, Council staff conducted a community survey starting in August and continuing through September. Sarah Ruf will be making a presentation on that survey at the November 22 Council meeting.

Community response was not overwhelming, but the responses received were instructive. Among the things that were shared with us are perspectives that can help inform the next State Plan development and help us understand what the community views as being necessary to adequately serve people with intellectual and developmental disabilities. Jon pointed out that additional community outreach and additional community input from communities around the state will be part of the next State Plan development process. He also noted this community survey was intended as a "first blush" look at what constituents feel is important.

## **5. Impacts of 2024 General Election**

Jon stated that ADDPC is not a partisan organization and is not political except to the extent that it engages in advocacy with our political leadership, elected officials as well as appointed officials. At the same time, he noted, there is a lot of uncertainty related to what the next year two three four will look like as far as Councils are concerned

because of a changing political landscape at the federal level. Councils exist because of federal legislation and legislative change can take time, so for the time being, there is a sense that Councils have a certain degree of security. The fact is, though, the incoming administration has proposed significant changes to the systems that support people with disabilities, that support the education system, that support a whole host of social services that the disability community has become accustomed to. Some of those things may change. We just don't know. But we have to be prepared.

The National Association of Councils on Developmental Disabilities (NACDD) now has an executive director who came most recently from the Administration on Disabilities at ACL. She is well versed in working with people at the federal level, knows a great many people in the federal government, and is committed to the needs of individuals with disabilities because she's a parent of children with disabilities. She herself has a disability. This means there is great leadership at the national level.

We also have good relationships with many of our elected officials from Arizona, including Senator Kelly and Representative (soon to be Senator) Gallego, both of whom are well informed about disability issues and are key individuals we can work with. The legislature is going to continue to be controlled by one party as has been the case for quite a long time. Because there are a number of new members coming into the legislature and a number of longtime members who are no longer going to be there, we must work to identify who the best people to work with will be on issues that relate to the I/DD community. It's going to take some time and certainly we have a lot of educating to do for those members who are new or those members who are returning who've been away from the legislature for a while.

Jon reiterated there is a lot of uncertainty but staff are committed to making sure the Council's State Plan and Annual Work Plan get carried out, that we identify new opportunities as they arise, and that we pursue the best possible outcomes for the communities, we represent.

JJ Rico added that, obviously, Disability Rights Arizona shares many of the same sentiments, as the Protection & Advocacy agency. This change in administration does bring challenges, but it also brings some opportunities to educate. And the P&As do have unrestricted dollars to do some lobbying with non-state dollars. In addition, as part of the DD network, DRAZ is the law firm part of the arm. J.J. believes there will be lawsuits coming up meeting some of these changes with challenges in the courts. He encouraged Council members to bring their concerns to DRAZ's attention if they are hearing troubling information.

He concurred there is a lot of uncertainty at the moment but asserted DRAZ and the DD Network will partner to meet those challenges head on however we have to do that. He expressed confidence this will bring the community closer than we already are.

**E. State Plan Development – 2027-2031**

**New ISA Proposal: Institute for Human Development, NAU – *Comprehensive Review & Analysis***

Jon provided an overview of the proposal to contract with IHD to conduct the Comprehensive Review and Analysis (CRA) component of the 2027-2031 State Plan development process. This process takes some time and it requires a lot of data analysis, plan drafting, additional community input and then plan finalization. It is time-consuming and it is important that the Council begin it early enough so there is time to accommodate all of the different aspects of the plan.

Several very distinct requirements are placed on Councils by ACL for the kinds of information they have to compile and then report on. Essentially, each Council must do a “landscape analysis” of the situation for people with disabilities and, in particular, intellectual and developmental disabilities in their respective states. We then have to issue a report that includes a variety of inputs from self-advocates, caregivers, other parts of the various communities we serve. and from that CRA we then draft an initial five-year plan for the Council, which gets put out for public comment. ADDPC staff have been talking with Kelly and the members of her staff about conducting this process over the course of approximately the next 12 months.

While this is a multi-year project, the proposal provided to the Committee is just the first year's work. (Conversations are underway with IHD about undertaking the next phase in this project, as well, but the request in this meeting is only for approval of the first phase.) The year one proposal includes data collection, comprehensive review and analysis, and issuing the CRA report. Project deliverables include surveying the community, reaching out to key representatives of different organizations throughout the state, and doing town halls/community conversations. The timeline anticipates issuing a phase one report by the end of May 2025.

A phase two report, which includes the surveys and the town halls, is expected by July 31 and then the final CRA by September 30. The contract will build in a certain amount of flexibility because some of these activities may take more time than anticipated.

The budget for the first year of the project includes Council funding of \$98,439. The contract requires a 25% match on the part of IHD and a total project cost of about \$131,000. This funding was built into the budget for the upcoming fiscal year.

Lani St Cyr added that the budgeted amount is primarily for the staff that will be working on the project, as well as the cost to cover the travel for IHD staff to be out in the community. A fair amount has also been included for translation and interpreting services. Staff are requesting of IHD that, if those services aren't necessary or requested by participants in community meetings, they not be expended and instead create some cost savings.

Kelly Roberts stated that IHD will work very closely with Council staff and likely Council members to assist with outreach for the community events and town halls to expand awareness and generate participation. Much of the work will be collaborative, rather

than IHD simply undertaking the work and presenting the Council with a report at the end.

Jon Meyers added that the Division of Developmental Disabilities is also developing a new strategic plan and part of DDD's work will include community surveys and outreach events. Zane Garcia Ramadan, assistant director for DDD, has agreed to share information gathered from that process and ADDPC will share some of its findings, in hopes of reducing duplication of effort and building stronger and better plans out of what's being discovered from the community outreach.

Melissa Van Hook shared that she is truly pleased the Council has found the right entity to take care of the CRA, which is a daunting effort. She believes the Council is fortunate to have NAU and Kelly and her team doing this.

Melissa called for a motion to approve the proposal for a Comprehensive Review and Analysis from the Institute for Human Development at NAU for the State Plan Development 2027 through 2031 in the amount of \$98,493. The motion was made by Janna Murrell. J.J. seconded the motion. The motion carried with Kelly Roberts abstaining.

**F. Full Council Meeting Agenda – November 22, 2024**

Melissa reviewed the Full Council meeting agenda and asked if there was any discussion needed. Jon explained the inclusion of the Ad hoc State Plan Development Committee under the Executive Director's Report and outlined its purpose. He also shared again that a community survey presentation will be provided by Sarah Ruf and that will include a PowerPoint that she's putting together. Melanie Mills from The Arc of Arizona and Sey In from DRAZ will talk about the Supported Decision-Making project the Council continues to fund. (The Arc of Arizona and DRAZ took over from Southwest Institute for Families and Children in 2023 and have been doing really exemplary work since that time). They will present on what they've accomplished over about the last year and a half and also, for those Council members who are not familiar with Supported Decision-Making, they're going to give a little grounding in what SDM is. Finally, Ryan Barry at The Arc of Tempe and Melanie Melts again from The Arc of Arizona will present about the self-advocacy coalition building and leadership project the Council is funding.

**G. Announcements:**

Mike Leyva reminded the group that ADDPC will be hosting an open house following the Council meeting on November 22 from 12:00 pm to 3:00 pm. The open house is for anyone who wishes to attend and will be announced in the ADDPC newsletter that goes out today. Committee members were asked to spread the word and invite any colleagues who have an interest in attending.

**H. Call to the Public:**

No members of the public attended the meeting.

- I. Adjourn:**  
The meeting adjourned at 10:48 AM.

Dated this 26th day of November 2024  
Arizona Developmental Disabilities Planning Council

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