



EXECUTIVE COMMITTEE

Friday, September 13, 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 September 13, 2024, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Melissa Van Hook, Chairperson
J.J. Rico, Vice Chair
Monica Cooper
Janna Murrell

Kelly Roberts
Vijette Saari

Members Absent

Kathy Levandowsky

Staff

Guests

Jon Meyers, Executive Director
Marcella Crane, Contracts Manager
Lani St. Cyr, Fiscal Manager
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 June 14, 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 J.J. Rico, seconded by Vijette Saari. Monica Cooper abstained from voting. The motion carried.

C. Fiscal/Contract Update:

Lani St. Cyr gave the ADDPC Financial Update and explained the Council has fully spent the FFY 2022 award amount of \$1,500,930. The Council had requested, and ACL was granted a no-cost extension for FFY 2022 extending the project period through September 30, 2024. The Council has fully obligated and spent these funds and the work has been completed by the extended September 30, 2024, deadline.

The Council has received a total allotment of \$1,501,328 for FFY 2023. The Council has fully obligated these funds. The current obligation and project period requirements are both through September 30, 2024, with the final report due by September 30, 2025. However, a no cost extension request for the period of performance has been submitted to ACL and we are waiting on an official response to our request.

The Council has received four allotments for FFY 2024 bringing the award amount to \$1,497,202. The obligation and project periods are through September 30, 2025. There is approximately \$294,562 remaining to be obligated.

Next, the Council Funded Projects sheet was reviewed. This sheet shows all the current projects funded by the Council. All the proposals voted on at the June Full Council meeting are now reflected on this sheet. Staff are following up with any outstanding invoices for the contracts that ended in June.

Finally, the Budget Recommendation document was reviewed. This sheet has been updated to reflect the projects outlined in the FFY 2024, 2025, and 2026 Workplans as well as the funding that has already been approved in the prior years.

The items highlighted on this sheet are the projects to be discussed. FFY 2025 funds will be used primarily for projects to be decided on in the FY 2026 workplan. Currently, there is an anticipated surplus of \$270,000 for FFY25 funds.

There was no action taken on this item.

D. Executive Director Report:

1. FFY 2025 & FFY 2026 Annual Work Plans

Staff submitted both FFY 2025 & FFY 2026 Annual Work Plans by August 15th and we're waiting to hear feedback from Jack Brandt, our federal representative with ACL. Jon thanked the staff and Kathy's committee for their feedback.

2. FFY 2023 No Cost Extension Request

A letter to ACL was sent last month to request a no cost extension on the federal FFY 2023 award to ensure those funds can be liquidated by September 30, 2025. Lani has identified a few projects that will support this request. Jon expects to hear back from ACL on this and will share any updates with the Council.

3. ADDPC 2024 Community Survey

Sarah worked on developing the questions for the 2024 Community Survey that the Council and our partners received. At this time, 54 responses have been received, and Jon asked the committee to share the Community Survey link to their listserv. The survey will be open until September 30. The responses will be analyzed and shared with the Council.

4. FFY 2025 Council Budget

Jon Meyers gave an overview of the FFY 2025 Council Administrative Budget and explained how the Department of Economic Security (DES), as the Council's Designated State Agency (DSA), handles some of the administrative functions for the Council. He also explained how the total for the Personnel and Employee Related Expenses only reflects the administrative side of the work the staff does and does not show the amount of Council project work being performed internally which is reflected in the goal area projection. Lani St. Cyr also explained the budget amounts include partial funding from each of the three open grant awards, so may not directly reconcile with the fiscal/contract update sheets. She also clarified the "Difference" column and the amounts in parentheses are an overspend from what was budgeted. She explained that out-of-state travel was significantly higher than anticipated coming off the pandemic and the amount for Professional and Outside Services budgeted for FFY 2025 is higher than typical given the need to start the 5-Year State Planning process. This amount will not cover the full cost of the services needed for the work, but as the work will be done over the next 18-24 months it is what is estimated for FFY2025 and may come in higher than anticipated. There was also some discussion regarding continuing resolutions and anticipated funding.

No action was taken on this item. It will be voted on at the Full Council meeting.

5. FFY 2025 Council Meeting Dates & Return to In-Person/Hybrid Meetings

The Council meeting calendar for the Executive Committee and full Council meetings was shared. J.J. Rico and Kelly Roberts informed Jon that the dates will work with the annual conferences each of their organizations undertake. Jon also stated that meetings will resume in-person, but we'll offer an online link using our new equipment in the conference room. Jon encouraged Council members to attend in person if they can.

Vijette asked if the Council covers reimbursement for travel to these meetings. Marcy Crane stated that ADDPC will cover mileage, hotel and per diem for members attending from outside Maricopa County. She also stated that staff will review which Council members are already set up to be reimbursed in the state accounting system and ensure new staff fill out the proper paperwork ahead of time.

E. Grants & Contracts:

1. New ISA Proposal: Sonoran Center – Crisis Response & Trauma-Informed Care

The University of Arizona Sonoran Center for Excellence in Disabilities (Sonoran Center) will collaborate with the Arizona DD Network and community partners to develop and disseminate curricula and resources to improve crisis response and trauma informed practices for the IDD community. Targeted efforts have been guided by the policy recommendations from the 2022 report on *Arizona's Crisis Response & People Who Have ID/DD* and 2023 findings from the ADDPC behavioral health/crisis response survey. The Sonoran Center will leverage resources and existing partnerships with the DD Network and the Link Center (mental health and DD technical assistance center) to inform and engage in the proposed activities.

The activities in Year 1 are broken into two categories:

Development of the Trauma Informed Care curricula will entail:

- Conducting a literature review, creating an inventory and needs assessment survey.
- Distributing needs assessment, analyzing data and creating a report for the curriculum content.
- Interviewing 10 individuals/organizations who have developed trainings.
- Developing a foundational module on trauma with specific content for health professionals.
- Conducting a pilot curriculum with community advisory council members, self-advocates, families, and disability professionals. The curriculum will be finalized in Year 2, if funding is renewed.

Outreach and Dissemination includes:

- Identifying and creating a list of Institutes of Higher Education (IHE) courses and educational opportunities for students, to include content on trauma/crisis response for PwIDD.
- Developing and sharing two stories from the I/DD community regarding access behavioral health/crisis related care.
- Developing a workshop for individuals with I/DD and families on how to access behavioral health services and how to create crisis support through legal options.
- Presenting a developed workshop via online platform and at community events and conferences.

The budget supports the activities, and key staff are experienced in this work. If approved, the project will begin October 1, 2024 – September 30, 2025. The requested amount is \$100,000.

The motion to approve the Sonoran Center's proposal for \$100,000 was made by Janna Murrell. Vijette Saari seconded the motion. The motion carried.

2. New RFGA Proposal: Sonoran Center – Collaborative Approach to Better Respond to Sexual Violence Against Individuals with I/DD

Since 2018, ADDPC and its statewide network of collaborators have worked to improve awareness of and response to sexual violence against the I/DD population, as well as to identify effective means of preventing incidents of sexual violence from occurring. Still, national and local studies reveal significant gaps that undermine the health and safety of the I/DD population. More must be done to provide a clear understanding of how the state's legislation, regulations, and network of services and supports can prevent and respond to sexual violence toward people with I/DD. In addition, more information regarding supportive services must be made available to individuals with I/DD who are actual or potential victims of the epidemic of sexual violence.

As reference to this grant solicitation, the Applicant is encouraged to download and read the report: <https://sonorancenter.arizona.edu/research/untold-stories-about-sexual-violence>

"Sexual Violence Told Through Lived Experiences of Survivors, Families, and Professionals: The Impact of Sexual Violence on People with I/DD". The report is released by the Sonoran Center for Excellence in Disabilities; Prepared by Lynne Tomasa, PhD, MSW, FAAIDD, from the University of Arizona Department of Family and Community Medicine Sonoran Center for Excellence in Disabilities.

There are four required objectives, developed to be a systems change project, and the applicant can be renewed upon successful completion of four key objectives:

1. Create a committee that will develop a strategic plan to coordinate a sexual violence awareness campaign. Members should be from a diverse group of stakeholders, to include, but not limited to, self-advocates, family members, Arizona's Protection & Advocacy organization (Disability Rights Arizona), Adult Protective Services, Division of Developmental Disabilities, law enforcement and judicial systems, healthcare (behavioral and physical), educational institutions and IDD advocacy organizations.
2. Review existing resources developed by the Arizona Sexual Violence and Disability Network, Arizona Coalition to End Sexual and Domestic Violence (ACESDV), and other entities. Then, create an inventory of updated and new resources that can be adapted for specific audiences. All resources shall be created in plain language and culturally appropriate for the audience, including resources in both English and Spanish.
3. Identify and address, at the systems level, at least two policies that need to be developed (new) and/or enhanced to support individuals with I/DD who have been victims of sexual violence. Policies should also address impacts on victims'/survivors' families.

4. Engage with policymakers and elected officials to propose new policy changes that will strengthen existing laws for the prevention of abuse and neglect, proper reporting, and investigating allegations of sexual violence toward individuals with I/DD. Legislation need not be enacted by the end of the contract period, but effort must be shown that the Applicant is actively pursuing policy change.

Objective 1:

The Sonoran Center submitted a comprehensive proposal that addressed the four requirements. In year one, they will organize, facilitate, and work closely with the committee to develop a strategic plan. This committee will focus on the development of a sexual violence awareness campaign that can lead to the next step of an action campaign. The committee will review successful and unsuccessful campaigns, take a multi-layered approach, understand the audience targeted, and collaborate with embedded networks and community partnerships.

By November 2024, a 26-member committee will be formed, and members will be selected based on their expertise, experience, and commitment to the cause. The Sonoran Center provided a criteria list to be on the committee, which includes:

- Demonstrated experience or commitment to disability advocacy and/or sexual violence risk reduction.
- Professional or personal background in relevant fields.
- Lived experience as a victim/survivor of abuse, exploitation, and neglect.
- Commitment to diversity, equity, and inclusion principles.
- Ability to contribute time and resources to committee activities. The committee is expected to meet monthly over Zoom.

The committee will be tasked with several responsibilities, to include Campaign Development; Reviewing and Creating New Materials; Community Engagement/Partnerships; and Organizing Events and Activities to share information; and Evaluating Progress. The Sonoran Center staff have been identified in key roles to work with the committee and several working groups and have responsibility for monitoring and documenting all work.

Objective 2:

The Sonoran Center will maintain all resources in a centralized, online repository hosted on their website. This repository will be easily navigable and searchable. They will incorporate user feedback through online surveys, feedback forms at events, focus groups, and direct outreach to stakeholders. This will allow the identification of common themes, suggestions, and areas for improvement. Materials will also be developed in plain language and will be culturally appropriate and understandable. The Sonoran Center will conduct focus groups with target audiences to test the clarity and cultural appropriateness of materials before finalizing them and will employ professional translators and cultural consultants to create resources in Spanish and adapt them to be culturally relevant.

Objective 3:

In Dr. Tomasa's research report, it was clear that the identification, reporting, and response to sexual violence was severely inadequate and there was a lack of information and training on multiple levels. The Sonoran Center's proposal identified two policies:

- 1) Mandatory and optional training for DDD vendors and staff, support coordinators, and IOC committee members, and community organizations.
- 2) AHCCCS and DDD Incident Flowchart Assessment.

The policies were chosen because they represent significant processes that systems use to measure performance. The impact and outcomes for the individuals served may not be clearly defined. The community may not fully understand where gaps and improvements can be made.

Systems and administrators understand what works with their available resources but may not be asking the questions that can lead to improvements. An outside review may be helpful.

Training in foundational principles and skills is necessary for all staff and organizations that provide support to individuals with I/DD and families. Specific competencies need to be identified, tracked, and evaluated. Regular training on broader but related topics is necessary. Training must be engaging and provide opportunities for feedback. Some examples of additional training include how to engage in conversations that build trust, adverse childhood experiences (ACEs), how past and current trauma is expressed behaviorally and verbally.

Objective 4:

As lobbying is prohibited by ADDPC contractors, the primary policy role the Sonoran Center can assume is to support the statewide efforts of organizations whose expertise lies in these areas. They include ADDPC, ACESDV, DRAZ, The Arc of Arizona, Southwest Institute for Families and Children, and the Arizona Sexual Violence and Disability Network. They can provide support through researching relevant background information, examining successful strategies and outcomes, and identification of useful resources to support the efforts of these organizations.

Objective 5:

The Sonoran Center identified a fifth objective to ensure expansion and training to students. They will collaborate with academic programs and colleges and universities that train future behavioral health, public health policy, and direct service providers in integrating sexual violence and I/DD into existing curriculum. By partnering with staff and faculty within the University, the Sonoran Center has the potential to reach hundreds of students who can utilize this knowledge in their future careers. This could make a significant impact on the future of how individuals with I/DD are treated, educated, and protected from sexual violence.

The proposal had minor clarifications to respond to. The budget supports the activities, and key staff are experienced in this work. If approved, the project will begin October 1, 2024 – September 30, 2025. The requested amount is \$75,000. The evaluation committee approved the proposal with the clarification to the ADDPC.

The motion to approve the Sonoran Center's proposal for \$75,000 was made by Vijette Saari. J.J. Rico seconded the motion. The motion carried.

3. Renewal Proposal: Sonoran Center – *Native Disability Center*

The Circle of Indigenous Empowerment (CIE; i.e., Native Center), the Native American-focused Sub-Center within the University of Arizona's Sonoran Center for Excellence in Disabilities (Sonoran Center), partners with Arizona's 22 Tribal Nations, to further develop activities fostering awareness, services, and partnerships benefiting Native communities. The CIE's mission centers on providing culturally sensitive programs to amplify awareness of disability services, advocacy, and support within the Native American population across Arizona. Their indigenized approach to disability has proved to help reach our Tribal members with disabilities in rural hard-to-reach communities and villages. Since the Covid-19 pandemic, they have a strong digital presence that allows the Sonoran Center to continue to reach the target populations through monthly webinar series and special online events.

In its initial year, the Native Center initiated foundational activities to establish its presence. These included meetings, presentations, and outreach efforts to communicate project objectives to the community. Concurrently, partnerships with Tribal Nations, state agencies, and community organizations were cultivated, allowing for comprehensive landscape analyses of varied communities within the state.

The second year focused on implementation and expansion, manifested through talking circles, coordinated meetings, a quarterly newsletter, and a successful monthly webinar series, all geared toward addressing issues within Native American communities.

During this past year (the third year of Council funding), the Native Center faced staff changes and the hire of a new Program Manager in January 2024. With new staff, the project rebranded to the Circle of Indigenous Empowerment (CIE), broadened outreach to new partnerships with organizations focused on Tribal education, disability non-profit and advocacy programs, higher education institutions and Tribal community advocacy programs to continue monthly webinars, presentations at local, state, and national conferences, and development of awareness resources on Traumatic Brain Injury, college resource guides, and toolkits.

For the first 3 quarters of the grant period, nine webinars were held; 838 people registered and 439 attended. Attendees identified their primary role and tribal affiliation:

Individuals with Disabilities = 22
Family Members = 20

Professionals Trained = 327
Tribal Affiliated =192

The Native Center webinars, which started as Arizona statewide events, have grown to a national event attended by Tribal leaders, professionals, and individuals with disabilities across the United States. This has been pivotal in helping to grow CIE's partnerships and outreach. In addition, feedback from participants is used to guide Year Four program objectives and planned activities.

Activities planned for Year 4:

Objective 1: Expand Outreach and Engage with 16 Tribal Education and Health Departments and 3 Tribal Colleges to identify disability and workforce needs

Each of the 22 federally recognized Tribes have Tribal Education and Health Departments which oversee K-12, adult education, higher education assistance, Vocational Rehabilitation, Supportive Employment, Workforce Investment Opportunity, and mental health-substance misuse programs. In Year Three, the CIE has met with six Tribal Nations (Navajo Nation, the Tohono O'odham Nation, Hopi Tribe, Salt River Pima Maricopa Indian Community, Gila River Indian Community, Pascua Yaqui) to reestablish partnerships to identify training and educational material development needs and provide Sonoran Center resources. In Year Four, the CIE will expand outreach and engagement to additional Tribal Education and Health Departments and Tribal Colleges.

Objective 2: Strengthen Native Youth and Adult Workforce Resources and Opportunities in Three Tribal Communities

By forging partnerships with Tribal and non-Tribal businesses, state programs, and training centers, we intend to highlight the need to create diverse employment opportunities and culturally responsive training programs that match the skills and aspirations of Tribal Nations and members. In Year Three, the CIE met with the Navajo Nation, the Tohono O'odham Nation, Hopi Tribe, Salt River Pima Maricopa Indian Community, Gila River Indian Community, Pascua Yaqui and White Mountain Apache Vocational Rehabilitation and affiliated schools to share resources and identify youth and adult workforce needs. In Year Four, the CIE will focus on convening partners, increase capacity, and highlight practice-based Tribal programs.

Objective 3: Expand monthly training and continuing education opportunities key stakeholder to increase awareness on disabilities in AZ Tribal Nations

The CIE will provide on-site and virtual training, continuing education, and workshops for parents, health professionals, educational staff and other identified key stakeholders to improve educational services and healthcare services for Tribal members with disabilities. In Year Three, the CIE successfully hosted 11 webinars to date on topics pertinent to Tribal partners, key stakeholders and health care providers and developed resources on Traumatic Brain Injury, College Transition, Transition Services and Hearing Impairment in Tribal Communities. In Year Four the CIE will expand efforts to create additional educational resources.

Objective 4: Focus Collaboration with State and National Federal Agencies and Tribal Programs to increase awareness on disability services for AZ Tribal Nations.

In Year Three the CIE collaborated with the Department of Labor's Division of Indian and Native American Programs (DINAP) and provided technical assistance on nationwide accessible training and content. In Year Four, the CIE will collaborate with higher education institutions, federal agencies, and Tribal programs to discuss, develop working groups, and increase awareness of the need to create a comprehensive network of services that address the diverse needs of Native individuals with disabilities.

Targeted Disparity as required by ACL: *By 2026, the Council will strengthen a program that increases meaningful employment opportunities for transition aged youth with I/DD (ages 14-22) from the Navajo Nation by supporting a focus on training, technical assistance, direct services, and resources.*

Since the advent of the CIE, including projects under the Native Center, the transition and employment outcomes for Navajo youth with disabilities has progressed through the creation and maintenance of participation in pre-Employment Transition Services, Project SEARCH, school pilot site partnerships, and Tribal/State Vocational Rehabilitation employment supports.

The CIE staff will have a primary role in coordinating and integrating across Sonoran Center Native and Transition projects focused on meaningful employment opportunities for Native transition age youth with disabilities. This includes our partnership with the Navajo Nation's Office of Special Education and Rehabilitation to build capacity for providing transition services and work-based learning opportunities that prepare and support Native youth with disabilities for post-secondary education and employment. They will work with project partners to assist in the development of training and relevant resources for schools and families, as well as participate in outreach and recruitment of Navajo youth with IDD to engage in leadership, skill building, and work-based learning opportunities that will be implemented as part of the proposed Objective 2 activities.

Evaluation data to capture for the Targeted Disparity requirement includes:

Navajo youth with IDD participating in work-based learning.

Navajo youth with IDD participating in leadership, advocacy and skill building activities.

Navajo Nation schools and staff receiving training and technical assistance to build capacity for transition services provision leading to meaningful employment.

The budget supports the activities, and key staff are experienced in this work. If approved, the project will begin October 1, 2024 – September 30, 2025. The requested amount is \$120,000.

The motion to approve the Sonoran Center's proposal for \$120,000 was made by Janna Murrell. Kelly Roberts seconded the motion. The motion carried.

F. Full Council Meeting Agenda – September 20, 2024

Melissa reviewed the full council meeting agenda and stated that no changes were necessary.

G. Announcements:

J. J. Rico stated that he appreciated the support and funding from the Council for the SEAP training project. SEAP will wrap up on September 30, 2024. J.J. stated that they successfully held a SEAP education and training event in the four-corners of the state, for the Navajo Nation. He collaborated with the Native American Disability Law Center (NADLC) and with each state's Protection & Advocacy directors from Colorado, New Mexico, and Utah, to train professionals and families. Because of the success, J.J. continues to collaborate with the directors of these states' P&As and will hold another event, in this underserved area, in 2025.

J.J. also stated that DRAZ will host its 30th Anniversary celebration on November 1, 2024, and will send invitations to the ADDPC to attend. They will honor three disability advocates, Phil Pangrazio, Sherri Collins and Claire Adams.

H. Call to the Public:

No members of the public attended the meeting.

I. Adjourn:

The meeting adjourned at 10:28 AM.

Dated this 18th day of September 2024
Arizona Developmental Disabilities Planning Council