



EXECUTIVE COMMITTEE

Friday, January 11, 2019

10:00 – 11:30 A.M.

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

MINUTES

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, November 9, 2018 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

John Black, Chairperson, In person	Jason Shead, Telephone
Melissa Van Hook, Co-Chair, Telephone	Scott Lindbloom, Telephone
Matthew Isiogu, Telephone	
Monica Cooper, Telephone	

Members Absent

Ray Morris

Staff

Erica McFadden, Executive Director
Lani St. Cyr, Staff
Marcy Crane, Staff

Guests

A. Call to Order/Welcome

John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 10:01 AM. Roll call and participant introductions were completed.

B. Minutes from November 9, 2018

Chairperson John Black asked members if they had a chance to review the minutes and if there were any changes. There were none. John asked for a motion to accept the minutes. Motion was made by Monica Cooper; seconded by Melissa Van Hook. The motion carried.

C. AIDD & Fiscal/Contract Update

Lani St. Cyr reviewed the ADDPC Financial Update document, which showed FY 2017 funds were fully obligated and there is approximately \$290,900 to be liquidated by

September 30, 2019. For FY 2018 funds, there is approximately \$622,500 to be obligated by the end of September. There are plans to put out several solicitations in the next several months to obligate the money. The full award of \$1,443,070 for FY 2019 was received. Scott Lindbloom asked if the Council would be impacted by the shutdown. Lani clarified since we had our contract and budget approved before the shutdown, we were not impacted and have received our full money. She further explained that the federal government was under pressure to give the Councils their money early in the year that they were operating so they would have ample time to obligate the funds and liquidate the funds. There were no further questions on the budget.

D. Current Fund Obligation Process

Erica McFadden reviewed a document that differentiated the processes of how the Council was currently generating ideas, developing a plan, and funding ideas from those plans. She said the purpose of doing so was to ensure there was no unnecessary duplication of duties between Grants and Executive committees. Erica reviewed new request for grant applications, recurring requests for grant applications, interagency service agreements, contract renewals/extensions, and the request for information process. There was further discussion on contracts renewals/extensions. In the event that the Council was unable to meet, the Executive would vote to approve renewals, per the by-laws. Erica stated in the by-laws any recommendation of an award of money to the Full Council was made by the Executive Committee. Grants also makes recommendations to the Executive on if proposals fit within the current workplan, if the money is there, and the proposals look reasonable. Melissa stated that detailing the current process was very helpful to her. Others agreed. No one proposed any changes. John stated that if the Council needed additional direction or other assistance, the staff should feel free to use Council members as needed. No action was taken.

E. Review of Grants & Executive Committee Functions

Erica asked the Executive Committee to review their functions to determine if any changes were needed. The Grants committee ran out of time to review their functions during their meeting, so that was tabled. John felt that there should be an annual review of the by-laws to ensure everything was up-to-date. He asked the other members to review the committee functions and let Erica know if there were any changes. No action was taken.

F. Grants Committee Report Out

Lani St. Cyr gave an overview of the proposals that the Grants committee was recommending should be approved.

- There is current webinar contract with Northern Arizona University/Institute for Human Development (NAU/IHD). She explained there are generally 3-4 webinars held each on various topics throughout the contact year. NAU/IHD is responsible for the management, promotion, evaluation and hosting of the webinars. The webinars can be found on the Council's YouTube channel. The Grants committee voted to renew their contract.

Erica McFadden briefed Committee members on the NAU/IHD Voting Research Proposal. She explained how the proposed research would focus on the barriers encountered and accommodations needed to assist individuals with intellectual and developmental

disabilities register and complete the voting process. Various research methods will be used, and a final report/publication will be created to disseminate the results. It was mentioned this proposal falls within the Secretary of State's priority of removing barriers to voting and has the potential to create larger system change. The Grant committee voted to approve the contract for \$79,021 to be awarded to NAU-IHD.

- Lani St. Cyr discussed the Sonoran UCEDD- Employment First Website Proposal Renewal. She gave an overview of the current contract and tasks included as part of the renewal proposal for the second year. The Sonoran UCEDD had some internal procurement issues which made it difficult to obtain a subcontract needed for the web development work to be completed in the first year. Because of this, they will not be fully spending the \$30,539 awarded. However, they have requested the unspent funds (approximately \$15,000) go towards the second year of the project. The original amount for year two of this project was \$12,800. The new amount requested for year two is \$24,244, so the overall cost of the two-year project remains similar. Marcella went on to explain an addition to this contract based on the results of the Request for Information (RFI) process. The Sonoran UCEDD requested the Council cover the travel costs for a speaker to attend the 8th Annual African American Conference on Disabilities. in February 2019. This cost has been added to the renewal proposal with the understanding that employment would be one of the topic areas covered by the speaker. The Grants committee voted to approve this request.
- Marcella Crane gave an overview of the Scopes of Work to be released.

Matthew Isiogu, chair of that committee, shared that the proposals brought before the Executive Committee fell within the goals and objectives of our state plan and the costs were in the ballpark for what the Council expected to allocate. Matthew Isiogu made a motion that the Executive Committee advance the Grants committee's recommendations to the Full Council. The motion was seconded by Jason Snead. The motion was unanimously approved.

G. Sexual Violence Research and Action

Erica McFadden gave an overview of the SOW for Sexual Abuse and Exploitation and asked for Committee feedback and suggestions on what should be included. She let the Committee know that Grants had recommended that Intermediate Care Facilities (ICFs) for I/DD be included, as well as skilled nursing facilities. We will also include a confidentiality statement, due to the nature of the data collected. She stated that the scope of work was asking for a lot, but that the researchers developing the proposal would have to develop a plan of the questions that could be answered. It was expected that the Council would work with the research team who wins the award on any modifications to the plan. With the incident at Hacienda, the Council has been elevated to a leadership position with the work it has already been doing to prepare for this scope of work. The Council has met with media, but now will be convening a meeting of stakeholders that will gather input on what type of legislative or regulatory changes are needed that will be shared with the Governor's office, legislators, and stakeholders. Because some of that is in the current scope of work, it may need to be slightly revised, based on what happens over the next few months. No action was taken.

H. ADDPC 10-Year Anniversary/Executive Order Re-Authorization

Erica shared that this year will be the 10th year anniversary of the Council. It coincides with the expiration of our Executive Order in the fall. Staff were envisioning a video celebrating

where we've come from and what we've accomplished and holding a visible event where the Governor's office would be invited to publicly re-authorize us. There is a lot of work to be done to start planning for this event. John stated we would make an announcement at the Full Council and set up an Ad Hoc and ask people interested in helping to join that committee. No action was taken.

I. Prioritization of Committee Objectives

At the last meeting, committee members were asked to review the Piper documents and identify areas to work on in the next 3 months, 6 months, and a year. Areas where the Council could work on to follow best practices were, included Council Self-Assessment, Setting Council Terms/Officer Terms, the Executive Director Evaluation, Council Orientation and Mentoring, and Council Trainings. John brought up Council self-assessment and thought that was something that could be easily started. Erica stated that it would help identify where trainings need to be concentrated. There was much discussion over Council terms/Officer terms. John stated that he was conflicted on this. He saw the importance of bringing fresh ideas, but he was one that has served even since the old council was in operation. He asked for committee feedback. Scott Lindbloom brought up two-year terms on the SILC Board with opportunities for renewal as an example. Melissa Van Hook said she's conflicted too, as was Monica Cooper. They all stated that they had served longer terms. Melissa Van Hook said she said it would be good to give others a chance to serve, although she loves serving on the Council. John stated we already had some turnover to give people opportunities. Erica stated that was mostly among state agency positions, and currently, the Council is out of compliance because it didn't have enough self-advocates and family members. Erica also stated that this was not about performance. This Council was very active and effective. It was just about sharing best practices -- the committee has to determine whether to act on them or not. There was discussion about the other objectives. Erica mentioned we also do not have a clear definition of what constitutes a term for a person to serve as chair of a committee. Currently, chairs come on with no clear understanding of how long they should serve. Currently, these terms are indefinite. John stated his position and the Vice-Chair is appointed by the Governor's office. He would serve as long as he is re-appointed. There was no further discussion about the leadership terms. John stated that this committee would act upon Council self-assessment. There was no vote taken.

J. Upcoming Council Meeting

Erica reviewed the Council meeting would be Friday, January 18th and Lynn Tomasa would be there to present the Caregiver Roadmap. There were no other agenda items brought forward.

K. Announcements & Call to the Public

No announcements and there was no public at that time.

L. Adjournment

Jason Snead made the motion that the meeting be adjourned, it was seconded by Melissa Van Hook. The motion unanimously carried. The meeting adjourned at 11:25 am.