



**EXECUTIVE COMMITTEE**

Friday, December 17, 2021

9:30 - 10:30 AM

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

**MINUTES**

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened virtually Friday, December 17, 2021. 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	Kelly Roberts
Monica Cooper	Mary Slaughter
Scott Lindbloom	
James Rivera	

<b>Members Absent</b>
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J.J. Rico, Vice Chair James Rivera
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<b>Staff</b>	<b>Guests</b>
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Marcella Crane, Staff	
Steve Freeman, Staff	
Jason Snead, Staff	

**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 9:33 AM. Roll call and participant introductions were completed.

**B. Minutes from November 12, 2021 Meeting**

Chairperson Melissa Van Hook stated a few changes were communicated to Erica McFadden. Staff will make the changes and repost the minutes. A motion was made to approve the minutes, with the changes, by Monica Cooper. The motion was seconded by Scott Lindbloom. Motion carried.

**C. Executive Director Position Update:**

Chairperson Melissa Van Hook provided an update on the following points:

-Upcoming vacancy date: Erica McFadden last day as Executive Director of the ADDPC is January 14, 2022. Both Melissa and J.J. Rico, Vice-Chair, have been in frequent communications as they work with the AZ Department of Economic Security (DES) Human Resource and next steps to recruit a new hire. All personnel rules will be followed and guidance has been provided by both DES Human Resource as well as our liaison at the AZ Attorney General's Office.

Status of position reclassification: At the last full Council meeting, Melissa discussed the updated position reclassification for the Executive Director. The position is more closely aligned with the daily work that has been undertaken by Erica, and the position reclassification now has a salary that reflects the work, experience and expertise that is necessary. The Council approved the reclassification of the position at the November full Council meeting. DES Human Resource has approved the re-job classification and has been working closely with Erica, Melissa and J.J. on next steps. If anyone has not seen the job position, please let staff know and it will be forward to you.

The job posting was released this week and will stay open until December 22. The posting has been released on the state job site, as well through the ADDPC list serve, our social media accounts, and on LinkedIn. Resumes will be collected by DES Human Resource. Other dates shared by Melissa based on her communication with DES Human Resources, is by December 23 DES Human Resource will send Melissa and J.J. Rico a spreadsheet of all who applied for the position. The transition committee should be convened by then and shall look at possible dates to conduct interviews sometime between December 30 through January 4; and have a final candidate selected by January 6. A lot of variables need to be worked through including the following:

- \* Number of resumes received;
- \* Number of candidates that meet the qualifications to be interviewed and scheduled for an interview;
- \* If the transition committee chooses to select one candidate to interview and recommend for hire;
- \* If the job posting needs to be open longer so more resumes are received.

Questions from the Executive Committee members were addressed, including if any staff were interested in applying (no staff expressed interest), if outside stakeholders could be on the transition committee (not possible) and to ensure that the process discussed today is just an overview. Details should be left to the transition committee.

High level review of succession plan: Melissa stated that the Council now has a robust succession plan that was also discussed and approved at the November Council meeting. This document is highly important, and the Council is now in a much better position as we transition to a new hire in 2022.

DES Hiring Process Review & Status: As mentioned, Melissa stated that because of the uniqueness of the Council's role in hiring an Executive Director, both Melissa and J.J. will co-chair a transition committee and need to pull a committee of 8 to be a part of this process. Melissa, J.J. and Erica have had multiple meetings with DES Human Resource and with our

AG liaison to work out any details and concerns, and to make sure we're following all HR rules. The discussion with Executive members today is to seek participation from other council members and 2 staff that will be part of this transition committee. The timeline is tentative and Melissa is not sure all the work can be completed by January 6, 2022, with the holidays and other commitments. She will keep the committee posted of any new developments.

**D. Ad Hoc Transition Committee Selection:**

Melissa asked for feedback on the names that she and J.J. have discussed to be on the transition committee and this is based on members that have been with the Council for several years as they are familiar with the work done by the Ex. Director. The following names were mentioned and these individuals agreed to serve on the transition committee: Monica Cooper as a self-advocate, Mary Slaughter and Kelly Roberts. Melissa will ask if Vanessa Felix can join the transition committee as a self-advocate. Kathy Levandosky was also mentioned as a possibility. Janna Murrell and Wendy Parent-Johnson were also mentioned however both are unavailable. In terms of staff, both Melissa and J.J. individually spoke to staff and it was recommended by the Executive Committee that both Lani St. Cyr and Marcella Crane also participate on the transition committee. A motion was made by Scott Lindbloom to approve the transition committee and recommended names as discussed. The motion was seconded by Mary Slaughter. The motion carried.

**E. Call to the Public:**

No public attended the meeting.

**F. Adjourn:**

A motion was made by Scott Lindbloom to adjourn the meeting. The motion was seconded by Monica Cooper. The motion carried. The meeting adjourned at 10:36 a.m.

Dated this 20th day of November 2021  
Arizona Developmental Disabilities Planning Council