



**EXECUTIVE COMMITTEE**

Friday, January 12, 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 January 12, 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  
Katharine Levandowsky

Janna Murrell  
Kelly Roberts  
Vijette Saari

**Members Absent**

None

**Staff**

Jon Meyers, Executive Director  
Marcella Crane, Contracts Manager  
Lani St. Cyr, Fiscal Manager  
Michael Leyva, Grants/Contracts Coordinator  
Jason Snead, Research/Communication Specialist

**Guests**

**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 November 9, 2023, Meeting:**

Chairperson Melissa Van Hook asked for a motion to accept the minutes from November 9, 2023, Executive Committee meeting. The motion was made by Vijette Saari, seconded by Monica Cooper. The motion carried.

**C. Fiscal/Contract Update:**

Lani St. Cyr gave the ADDPC Financial Update and explained the Council has fully spent the FY 2021 award amount of \$1,535,342. ACL granted a one-year no cost extension for FY 2021 funds. The final report is due at the end of January 2024.

The Council has received the full allotment for FY 2022 in the amount of \$1,500,930. This is level funding to FY 2021 excluding the Puerto Rico reallocation. ACL has granted a no-cost extension for FY 2022 extending the project period through September 30, 2024. The Council has fully obligated these funds and will need to complete the work by September 30, 2024. There is approximately \$58,451 remaining to be liquidated.

The Council has received a third allotment of FY 2023 funding in the amount of \$398. This brings the current FY 2023 total amount to \$1,501,328. There is approximately \$16,639 remaining to obligate. The obligation and period of performance requirements are through September 30, 2024. The final report is due September 30, 2025.

The Council has received a second allotment for FY 2024 in the amount of \$315,010 bringing the current award amount to \$511,294. The obligation and project periods are through September 30, 2025. The final report is due September 30, 2026.

Next, an update was given on the additional awards the Council has received.

The Council received \$84,288 for COVID-19 Vaccine specific projects. ACL granted a one-year no cost extension for these funds. The funds needed to be obligated, and work completed by September 30, 2023. The final report is due by the end of January 2024. The Council has spent \$83,993 and will be reverting \$295.

The Council received an additional award in the amount of \$95,319 to expand the Public Health Workforce within the Disability Network. These funds are being tracked and reported on separately. The obligation and project period are through September 30, 2024. The contract for this project has been awarded and the funds encumbered. The Council has received the first invoice in the amount of \$52,316, which leaves a balance of \$43,003 remaining to be spent.

The Council Funded Projects sheet was reviewed. This sheet shows all projects currently funded by the Council. Not much has changed on this sheet since the last Executive Committee meeting. Staff are following up with any outstanding invoices.

The Budget Recommendation document was then reviewed. This sheet reflects the projects outlined in the FY 2024 Workplan as well as the funding that has already been approved in the prior years. FY 2024 funds will be used primarily for projects to be

decided on in the FY 2025 workplan. Currently, there is an anticipated surplus of \$232,328 for FY 2024 funds. However, there are several new RFGA projects that have not been budgeted for yet and this leaves some flexibility if the Council does not receive the level funding we have been anticipating. When the Work Plan Review Committee next meets we plan to have further discussions on finalizing what will be budgeted with these funds.

**D. Executive Director Report**

COVID-19 Public Health Development special funding:

As previously stated, the COVID-19 Public Health Workforce Development funds of approximately \$95,000 will address the role of public health professionals in serving the aging/elder population with I/DD. Public health professionals leading the project will be staff from the Regional Center for Border Health/Western Arizona Health Education Center (RCBH/WAHEC), located in Yuma, and the Sonoran UCEDD is acting as the fiscal agent for the grant awards. As of January 2024, the required focus groups had been completed in various communities, and they are in the middle of completing a final report to be submitted to the ADDPC by January 31, 2024.

When the report is received, staff and the System Access and Navigation committee will review it and develop policy recommendations for the Council to consider.

Communications Director search:

Jon stated that the position for the Communications Director has been selected. The interview committee met with five candidates and the person selected for the position is Sarah Ruf, who previously worked in this capacity with the Council. Sarah will begin with ADDPC on February 5, 2024. Jon thanked Melissa Van Hook, Kathy Levandowsky, and Meghan Cox for their time serving on the interview committee.

Council Vacancies/Appointments/Re-appointments:

Boards and Commissions remains a challenge with respect to filling vacant or expired positions on the Council, primarily due to staffing changes in the B&C office. Jon has spoken with the Governor's policy advisors for Human Services and Health, both of whom indicated they would intercede on behalf of the Council, and he will report on any progress at the next meeting.

FFY 2023 PPR:

Jon thanked staff for helping to complete the FFY 2023 Program Performance Report (PPR). It was submitted to ACL on December 27, 2023. We anticipate hearing from ACL on the report in spring 2024.

2024 Disability Policy Seminar – April 8-10:

The annual event will be held in Washington D.C., April 8-10, 2024. There are workshops for the first two days of the event with the last day to meet with the Arizona

Congressional staff on Capitol Hill. As in past years, the Council has funds to support attendance by up to two Council members. Any Council members who are interested in attending should notify Jon by February 1. Jon and Michael Leyva will be attending on behalf of staff.

**E. Behavioral Health & Crisis Response survey:**

Melissa shared an overview of the work done with Noble Predictive Insights to create a survey for statewide distribution regarding members' and caregivers' experiences with the behavioral health and crisis response systems in Arizona. Members of the BH/Crisis core group requested several changes to the survey, including adding plain language phrasing to be more accessible to the I/DD community. Because of these requests, as well as delays getting NPI's state contract renewed due to adoption of a new contract management software platform at ADOA, the timeframe for issuing the survey has been adjusted.

The survey was released in December and approximately 72 responses have been received to date. Jason will share the survey link with the Council members to share with others. Results of the survey are due at the end of January 2024.

Melissa noted the coincidence of AHCCCS and DDD paying new attention to this topic at the same time ADDPC and others are raising awareness about the severity of the problems in meeting BH needs of the I/DD population in Arizona.

**F. Full Council meeting agenda – January 19, 2024:**

Jon welcomed committee members' input on the agenda for the upcoming full Council meeting. The Council meeting will be 30 minutes longer due to three grantee presentations. We're in the process of receiving their PowerPoint slides to share.

**G. Announcements**

J.J. noted that the ACDL has formally changed its name and is now known to the public as Disability Rights Arizona. The latter is its legal name already and the change is being made to make its public image more consistent with the name used by most of its counterparts in other states.

**H. Call to the Public**

No members of the public were present.

**I. Adjourn:**

The meeting adjourned at 9:29 AM.