



EXECUTIVE COMMITTEE

Friday, June 15, 2018

12:00 – 1:30 P.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, June 15, 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, Telephone	Ray Morris, Telephone
Melissa Van Hook, Co-Chair, In person	Scott Lindbloom, Telephone
Matthew Isiogu, Telephone	Andrew Robinson, Telephone
Monica Cooper, Telephone	

Members Absent

Staff

Guests

Erica McFadden, Executive Director
Lani St. Cyr, Staff
Marcella Crane, Staff
Michael Leyva, Staff

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 12:01 p.m. Roll call and participant introductions were completed.

B. Minutes from May 11, 2018

Chairperson John Black asked members if they had a chance to review the minutes and if there were any changes. John asked for a motion to accept the minutes as written. Motion was made by Monica Cooper; seconded by Matthew Isiogu. The motion carried.

C. Fiscal/Contract Update

Lani St. Cyr gave an overview of three financial documents. The ADDPC Financial Update showed the full award for FY 2018 was received, totaling \$1,446,620. It also reflected the \$218,250 of FY 2017 funds remaining to be obligated before September 30, 2018.

The Council Funded Project document highlighted the current contracts to be discussed later in the agenda as well as the contracts that would be concluding June 30, 2018. Also, an overview of the projects that have received Council approval but have yet to be obligated were covered. Finally, the Budget Recommendation document highlighted the agenda items and the funds available for the projects/agenda items to be voted on by the Committee. It showed the projects had already been budgeted for and incorporated in the Council workplans. No action was taken on this item.

D. Self-Advocacy Contract Renewals

Marcella Crane gave a summary of the renewal proposals submitted. The Equal Native Youth Voices program, conducted by the Native American Disability Law Center (NADLC), focuses on developing advocacy and leadership skills in young Native Americans with disabilities by increasing their understanding of legal rights and developing the skills necessary to speak for themselves and take control of the choices in their lives. The project focuses on an underserved community in a rural area. In working with the Greyhills Academy they were able to exceed their student participation from the expected 10 to 21 students. However, there were some barriers including: transportation, removing students from class, lack of parent/family involvement, inability to have students meet with the Navajo Nation Youth Council and in setting up a Facebook page.

The proposal for the second year would continue at the Greyhills Academy as the relationship with the Law Center is strong. Matthew Isiogu noted that the Grants Committee had some concerns regarding the number of new students that would be participating versus the number of students with prior participation. Marcy confirmed that next year's students would be new. Andrew Robinson stated that he was concerned that we were not respecting the culture of the community. He stated that he wasn't clear they had an issue with self-advocacy, and in fact, he has read otherwise, and he thought we would be imposing our views on the tribe by assuming they need help. In addition, he thought the number was too small to make a significant impact when there are other issues, like hunger and unemployment. Melissa Van Hook stated in her work with tribal members, there is indeed a significant issue. Members state that they have a hard time having their voice heard by leadership and have reached out to Melissa for help with issues they are facing among the Autism community. We have to start somewhere. Marcy shared that the NADLC has partnered and been working with Navajo and Hopi for decades. They know the community and have developed their program based on input by the community. Grants committee recommended that the renewal be approved in the amount of \$32,844.

The next renewal proposal was for the Lead the Way-Phase II program, conducted by the Spina Bifida Association of Arizona, which reaches transition age youth with I/DD and pairs them with adult self-advocates to develop the skill sets needed to become active in their community through application to, participation in, or establishment of boards, coalitions or groups. The second year of the program will be expanded to have one workshop in Tucson and another in Phoenix as well as including transitioning youth between the ages of 14 and 18. They had a high success rate, with 100% of the 15 clients completing Module 1 of the program participating in roles within boards, coalitions, or groups. As well as 4 participants assisting as mentors or active in presentations for Module 2 of the program. Grants committee had approved the request for renewal at \$30,600.

John Black asked for a motion to approve both renewals. Monica Cooper made the motion that the renewals be approved; it was seconded by Matthew Isiogu. The vote was recorded as six in favor, one opposed (Andrew Robinson). The motion carried.

E. Request for Grant Applications (RFGA) - Conference Sponsorship

Committee members were briefed on the draft scope of work for a competitive solicitation for the Council's sponsorship of conferences and trainings. It was explained that this would be an annual solicitation to address the various requests received for the funding of events with an I/DD focus. It was determined that this solicitation would be in the amount of \$50,000 with a maximum amount of \$5,000 per award with multiple awards considered. This is to put a formal process in place for organizations to request funds for trainings or sponsorships. Melissa Van Hook made a motion to approve the scope of work for \$50,000. Ray Morris seconded the motion. The motion unanimously carried. The staff stated we would release the RFGA the following week for about 5 weeks. Once we receive the RFGAs we will have to evaluate them. The staff is expecting a large amount of requests. John Black asked Matthew Isiogu as chair of the Grants committee if he thought it would be a good idea to have an ad hoc committee evaluate the requests that come in. Matthew agreed. John stated that the committee should email Erica McFadden if they wanted to serve on this committee to evaluate the proposals. Andrew Robinson asked if this was a break from Robert's Rules? Erica stated it wasn't, and that it was in our by-laws. John requested that Andrew follow up with Erica for more information about this.

F. Request for Information (RFI) - Latino Conference

Committee members were given information on the 2018 Disability Forum and Expo hosted by the Arizona Latino Council on Disabilities to be held on Saturday, September 8, 2018 at Alhambra High School in Phoenix, AZ. The event will offer workshops topics ranging from living a healthy lifestyle, support systems for caregivers, understanding disability benefits and services, special needs trust, youth transitioning, creating an immigration plan, and work incentives. It was explained that this conference came in under the RFI (Request for Information) process in December 2017, which that committee had approved, but would fall outside of the timeline of the RFGA process we will be starting. Their first grants won't be awarded until October 2018. The Latino conference falls prior to that. After reviewing the various sponsorship level options available, the Grants Committee recommended to fund the event at the Silver Sponsor level of \$3,000. A motion was made to fund the Latino conference for \$3,000 by Monica Cooper and seconded by Andrew Robinson. The motion unanimously carried.

G. Request for Grant Application (RFGA) - Supported Decision Making

A draft scope of work was discussed for Supported Decision Making. The language was based on what Georgia is currently doing and will focus on creating a pilot program for persons with I/DD who are at risk of having limited or full guardianship imposed. The program will educate persons with I/DD, their families/caretakers, court personnel, and other stakeholders on the importance of Supported Decision-Making as a viable option instead of guardianship for people with I/DD. This solicitation idea came out of the RFI process and was discussed as a potential future contract priority by the Full Council Meeting on May 18th, 2018. There was discussion around the advisory group for this project regarding who would serve on it and how the recommendations coming out of the group will be shared with the Council.

It was shared that in the Grants committee, suggestions were that language should be added to allow Council members and Agency representatives to serve on the advisory group. It was noted that the awardee should develop a plan after consulting with the advisory committee. There was discussion over who should be included on the advisory committee. Suggestions to add were AZ Department of Education (ADE), AZ Health Care Cost Containment System (AHCCCS), and AZ Department of Child Safety (ADCS). Providers should be included as well. It is currently written as Division of Developmental Disabilities (DDD)/Vocational Rehabilitation (VR) providers in the grant language. The recommendation was made that ADDPC staff add language to the RFGA that states that the awardee will consult with ADDPC when determining who to include on the advisory group for the project.

A motion was made by Ray Morris to approve the scope of work for the Supported Decision-Making solicitation with the suggested language changes, in the amount of \$60,000. Andrew Robinson seconded the motion. The motion unanimously carried.

H. Interagency Service Agreement (ISA) - Department of Education

Committee members were briefed on a Request for Information that was submitted by the Arizona Department of Education (ADE)-Early Childhood Unit. The project would focus on implementing the Inclusive Classroom Profile (ICP) so that at least four inclusive classroom sites across the state would be more inclusive to preschool students with disabilities. This project would pay for the travel costs for 20 educators to be trained in how to administer the tool, so classrooms know how to measure inclusion. It is currently not being used in this state. Some committee members had concern, because they didn't know enough about ICP; however, there is an abundance of peer-reviewed research validating its use. At this point, this RFI was recommended to be moved forward from the RFI committee. The full council was polled on it, and this was one of the top areas they prioritized. Grants committee recommended that language be drafted for an ISA in the amount of \$50,000. The final drafts of these documents will be shared with the Executive, Grants committees, and the full council. A motion was made by Melissa Van Hook to begin the ISA process and develop language for an ISA with ADE based on the RFI proposal in the amount of \$50,000. Ray Morris seconded the motion. The motion unanimously carried.

I. Purchase Order (PO) - Self Advocacy Facilitator

In a prior meeting the Executive Committee voted to continue to support self-advocacy organizations. Erica McFadden was tasked with meeting with the self-advocacy organizations and then bringing back to the Executive Committee a concrete proposal to consider. These groups have suggested that an outside facilitator could assist in overcoming some of the barriers they are facing by helping with goal-setting, recruitment, and community organizing. It was recommended that a PO for Richard Crews with Radicle Solutions in the amount of \$5,500 be approved. He would be responsible for convening a series of workshops and meeting with each self-advocacy organization beforehand. Erica shared with the group a link to his website and the large number of groups that have worked with Richard in the past. Monica Cooper supported this action and made a motion to approve the PO; it was seconded by Ray Morris. The motion unanimously carried.

J. Request for Quote (RFQ) - Employment Research Update

Marcella Crane gave an update on the Employment Research RFQ and explained that the evaluation of the proposals has been completed, but that the negotiation process was still taking place with the state and the selected applicant. She hoped that the award would be made soon.

K. Council Reappointment

Seven Council member terms will be up in September 2018. Everyone has elected to renew their terms with the exception of Jamie Edgin. Her seat will be filled by the future Sonoran UCEDD Director. There is still one vacancy for a self-advocate. Please send anyone who may be interested Erica's way for more information.

L. 2019/2020 Work Plan

Erica McFadden shared that the surveys completed by the Council will help us move forward and better understand where the Council wants to place their efforts. Erica will work on a draft version of the 2019/2020 work plans that will be sent to the Executive Committee for review. It will also be sent to the larger Council to gather their comments and feedback and an agenda item will be placed on September's agenda.

M. Announcements

Erica mentioned that Krystal Downie, ADDPC's research assistant, will be leaving the Council in early August to attend graduate school at American University. Her position has been posted. Please help us get the word out that we are looking for someone with research experience. Also, Erica and Krystal published a book chapter. Krystal and Scott Lindbloom will be presenting at our national conference in D.C. on self-advocates as leaders. Scott Lindbloom won a National Association of Councils on Developmental Disabilities (NACDD) national award for his advocacy efforts. Congressman O'Halleran's office will be presenting Scott with the award. Ray Morris has started an equine therapy business with his wife called "The Horse's Way." Monica Cooper will be appearing in Theatre 360's "We Need to Talk Too" at Herberger Theatre from June 18-28. A motion was made to adjourn the meeting by Melissa Van Hook; seconded by Scott Lindbloom. The meeting adjourned at 1:32pm.