



EXECUTIVE COMMITTEE

Friday, September 7, 2018

1:00 – 2:00 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, September 7, 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	Ray Morris, Telephone
Melissa Van Hook, Co-Chair, In person	Scott Lindbloom, Telephone
Matthew Isiogu, Telephone	Jason Snead, Telephone
Monica Cooper, Telephone	

Members Absent

Staff	Guests
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Erica McFadden, Executive Director Lani St. Cyr, Staff Marcella Crane, Staff Michael Leyva, Staff Julie Whitaker, Staff Sarah Ruf, Staff	Suzanne Perry, Arizona Department of Education
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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 1:02PM. Roll call and participant introductions were completed. Jason Snead was welcome to his first Executive Committee. He also received congratulations on his role as a new dad.

B. Minutes from August 24, 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 Melissa Van Hook; seconded by Jason Snead. The motion carried.

C. Fiscal/Contract Update

Lani St. Cyr gave an overview of three financial documents. The first reflected how much still needs to be obligated and liquidated by 9/30/18. The Financial Update page shows that \$82,758 of 2016 funds need to be liquidated and \$9,012 of 2017 funds are remaining to be obligated. This update, however, does not reflect conversations had with DES. They have unencumbered some of the funds that they had liquidated with 2017 monies. This allows us to fully liquidate 2016 funds and roll over the amount to obligate for 2017 so that we have approximately \$91,000 additional dollars to obligate of 2017 money. The next page shows the projects in the current work plan, those set to expire, and those under consideration for today's meeting. If the Council votes yes to approve some of the projects, 2017 will be fully obligated. The Council does not have any 2018 funds spent yet. The concern is that this time next year if there are no 2018 expenditures, there will be nothing to backfill for 2017 if a vendor does not fully spend their award.

The last page shows that with the current spending plan, pending Council approval, we will still have \$49,900 left to expend by September 30, 2019. This does not take into consideration that the listed projects may not receive the full listed award. To address this shortage, the Council will be releasing another RFI to gain more ideas that the Council can form scopes of work around to fully obligate 2018 and 2019 dollars. John Black commented that he appreciated the fact that Admin costs continue to remain low. Erica McFadden commented that a majority of the staff are dedicating large portions of their time to projects.

D. RFGA - Employment

Mike Leyva shared the recommended award that came out of the evaluation committee. He shared that the purpose of this scope of work was funding a program that led to employment for people with developmental disabilities in a job of at least 20 hours per week earning competitive wages in an integrated setting. Group Supported Employment where groups of individuals with developmental disabilities are trained and hired by a provider to work in a business did not meet the expected employment outcomes of this grant. As part of the grant, the Council asked the applicant to change or enhance their diversity and hire policies to be culturally and linguistically competent, and to be better equipped to recruit, hire, train, and retain employees with developmental disabilities in various positions as part of their diversity initiatives. The applicant is expected to share what they learned with professional peers outside of the organization by year 3.

5 applications were received for this RFGA; however, City of Tempe was recommended for the award of their requested amount \$124,731. Tempe's Building Employment Supports and Training (BEST) Project will create an employment model for replication, diversify its workforce by increasing cultural inclusion, and provide work opportunities for individuals with developmental disabilities. The BEST Project will work with City of Tempe departments, and partner with its community council, local community college, disability consultant, and employment service providers with the goal of employing individuals with developmental disabilities, provide job supports and training; facilitate policy change and develop training; and serve a municipal program model. The expected number of persons with I/DD to be served is six; however, the funding is there to develop a model so that more workers can be hired in following years.

In-kind support is offered by the City of Tempe, Adapted Recreation, Human Resources, Human Services, OSMD/ADA, Geo IS Services and Community Dis. Concerns. Outside partners include Ability 360, SARRC, AzTAP, Pathways to Work, TCH and The Arc of Tempe. They are matching dollars both in-kind and cash totaling \$132,890. This is multi-year project that can be funded up to two additional years if outcomes are achieved. Monica Cooper made the motion that we approve the request from Tempe; the motion was seconded by Jason Snead. The motion unanimously carried.

E. RFGA – Supported Decision-Making

Marcy Crane shared that the Evaluation Committee recommended that from the two applications received, the Council award funds to Southwest Institute for Families to develop a Supported Decision-Making pilot program for persons with developmental disabilities who are at risk of or already have limited or full guardianship. The goal of the pilot project is to educate persons with developmental disabilities, their families and caretakers, court personnel, and other stakeholders on the importance of Supported Decision-Making as a viable option instead of guardianship, for persons with developmental disabilities. Various tasks were required, including convening a stakeholders' group, a minimum of 4 meetings per year, development of strategic plan, curriculum development and training, evaluation of trainings, and development of state legislation.

Southwest Institute for Families & Children requested \$60,000 to complete the project. They will partner with the AZ Center for Disability Law and The Arc of AZ, and take the lead in coordinating a stakeholders group that will meet ten times this first funded year - to review current legislation regarding guardianship, develop a strategic plan that will entail information on curriculum development for training to court personnel, medical staff, social service providers, families, caregivers, and individuals with I/DD. Surveys will track if trainings are effective in moving towards SDM instead of guardianship for those involved. By the end of year 1, state legislation will also be drafted; however, it was clarified that nothing would be brought forward to the legislature this year. It could potentially happen in year 2. It's recommended that the \$60,000 be awarded. SWI will provide a match of in-kind dollars totaling \$20,200. This is a multi-year project that can be funded up to one additional year if outcomes are achieved. The motion was made to accept to approve the proposal from SWI by Melissa Van Hook; it was seconded by Jason Snead; Scott Lindbloom abstained; the motion carried.

F. RFGA – Conference Sponsorships

Marcy Crane explained that the primary purpose of the Conferences & Sponsorships RFGA is to support the dissemination of information relevant to individual persons with developmental disabilities, their families, professionals, and other stakeholders. A proposed Conference/Training must take place in the State of Arizona during the funded contract period, estimated period to be October 2018 – September 2019. Applicants will be expected to comply with disseminating one survey to capture performance measures. The Conference/Training theme shall support one of the Council's Goals: Self-Advocacy, Integrated Employment or Inclusion.

9 applications were received, each applied for the \$5,000 maximum. Out of the 9, the evaluation recommended that six be awarded; one still has questions. Chair John Black asked that we consider that proposal separately. The six recommended were: Ability 360's American Indian Disability Conference; AZ Tash's Annual Institute on Inclusive Practices; A.T. Still University's day-long training for individuals with DD, families and caregiver on supporting oral health needs; NAU-IHD's annual Evidence for Success conference; SARRC's Inclusive Practices for Community Settings trainings to learn how to adapt environments; and Southwest Institute to provide training for individuals with I/DD on voting in Maricopa and Santa Cruz counties. Melissa Van Hook made the motion that the Executive Committee approve these six proposals for funding; the motion was seconded by Monica Cooper. The motion unanimously carried.

Square One proposed breaking up the Be Safe curriculum and teaching it at two different times with two different groups. The evaluation committee recommended it be approved, but the vote was not unanimous. There were questions about how the curriculum was broken up, if there was a partnership with local police, why this nonprofit had been revoked, and why a vocational agency was the lead on this effort. Melissa Van Hook answered questions about the Be Safe curriculum and said that it was meant to be broken up and how it was presented it how it should be trained. It was unclear why Square One was leading the project, and why HOPE group wasn't, since HOPE seemed better positioned to coordinate the project. The videos capture the training so there was concern whether or not the training was really needed. Melissa said the interaction with police is very important and that is what the training could offer that a video won't. After much discussion, the motion was made to approve the Square One contract by Monica Cooper and seconded by Melissa Van Hook. Committee members voted to approve the Square One proposal, with Jason Snead and Ray Morris voting no. The motion to approve the Square One's proposal for funding was passed by a majority. Matthew Isiogu left at 2:00pm.

G. ISA – Department of Education

Erica McFadden presented the proposal on the ADE scope of work on the early childhood inclusion project. Suzanne Perry from ADE was there to provide additional explanation and to answer any questions. Erica explained that this originally came out of an RFI last December. It passed out of the RFI committee and was evaluated by the Council as a proposal that should be prioritized. ADE was asked for a full proposal from Executive. The project is training core staff to learn how to use the Inclusion Classroom Profile so that teachers and staff at four sites throughout the state will learn how to better include their children with disabilities in the classroom. There will be a pre-test and a post-test to track progress. Funding by the Council will be used to fund a national speaker to train the team and will help pay for travel costs to administer the tool. Suzanne explained that the tool not only looks at environment; it looks at the quality of the experiences the children have in the classroom. The goal of this project would be to expand it as they build the infrastructure in the first year. Jason Snead made the motion to approve ADE's contract; the motion was seconded by Scott Lindbloom; Ray Morris abstained from the vote. The motion carried.

H. ON Advertising

Sarah Ruf explained that this is an annual purchase order (PO) we have with ON Advertising. This year we are asking them to do two explainer videos, and if they are

popular, we will expand their contract. They did an excellent job this year on the annual report, and we are asking to fund them at \$15,000 this year. The PO also pays for business cards and any promotional materials. Monica Cooper made a motion that the Committee approves the purchase order for \$15,000-; Ray Morris seconded. The motion unanimously carried.

I. NACDD Annual Dues

Erica stated that ADDPC's annual dues are due to NACDD in the amount of \$11,600. She asked that the Council approve them. They have improved their support to the Council. Their new policy person is effective and information dissemination has improved. Jason Snead made the motion the committee approve paying the annual dues; it was seconded by Scott Lindbloom. The motion unanimously carried.

J. Announcements and Call to the Public

None announced.

K. Adjournment

Scott Lindbloom made the motion that the meeting be adjourned, it was seconded by Monica Cooper. The motion unanimously carried. The meeting adjourned at 2:30pm.

Dated this 12th day of September, 2018
Arizona Developmental Disabilities Planning Council