



EXECUTIVE COMMITTEE

Friday, January 13, 2023

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 13, 2023, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Melissa Van Hook, Chairperson
 Monica Cooper
 James Rivera

J.J. Rico, Vice Chair
 Mary Slaughter
 Kelly Roberts

Members Absent

none

Staff

Guests

Jon Meyers, Executive Director
 Marcella Crane, Grants Manager
 Steve Freeman, Director of Communications
 Michael Leyva, Contracts & Grants Coordinator
 Jason Snead, Research & Communications Specialist
 Lani St. Cyr, Fiscal Manager

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 9:06 AM. Roll call and participant introductions were completed.

B. Minutes from November 10, 2022, Meeting:

Chairperson Melissa Van Hook asked for a motion to accept the minutes from September's Executive Committee meeting. The motion was made by Mary Slaughter, seconded by Monica Cooper. The motion carried.

C. Fiscal / Contract Update:

Lani St. Cyr gave the ADDPC Financial Update. The Council was able to fully spend the FY 2020 the grant award of \$1,536,283 by the liquidation deadline of December 31, 2022, afforded through the one-time no cost extension granted by the Administration for Community Living.

The Council has received the full allotment for FY 2021, in the amount of \$1,500,930 and has received a reallocation of FY 2021 funds from Puerto Rico in the amount of \$34,412, bringing the Council's total funding for FY 2021 to \$1,535,342. The Council has fully obligated the award amount and has met the original September 2022 obligation deadline. However, ACL has granted a one-year no cost extension for FY 2021 funds. This extension makes the new obligation and project period through September 30, 2023, allowing an additional year for the work to be completed. The Council will have until December 31, 2023, to liquidate FY21 funds. There is approximately \$73,265 to be liquidated.

The Council has received the full allotment for FY 2022 in the amount of \$1,500,930, which is the amount previously estimated. This is level funding to FY 2021 excluding the Puerto Rico reallocation. The obligation and project periods are through September 30, 2023, with the liquidation of funds through September 30, 2024. The Council has fully obligated these funds and will need to complete the work by September 30, 2023. There is approximately \$1,051,461 remaining to be liquidated.

The Council has received the first allotment of FY2023 funding in the amount of \$315,762. The amount is currently being estimated at \$1,500,930, which is level funding with the prior two years.

ADDPC Additional Awards Update

Access to Covid-19 Vaccines Funding

- The Council has received an additional award in the amount of \$84,288 for COVID-19 specific projects. These funds are being tracked and reported separately. ACL has also granted a one-year no cost extension for using these funds, which the staff submitted a letter requesting. The funds must now be obligated, and work completed by September 30, 2023.
- To date the Council has spent \$37,722 and has encumbered \$45,554 through September 30, 2023. The remaining balance of the award will be used in partnership with NAU/IHD on a project to better understand the lived experiences of people with disabilities throughout the pandemic including barriers to health services such as awareness and access to the Covid-19 vaccine.

Expanding the Public Health Workforce within the Disability Network

- The Council has received an additional award in the amount of \$95,319 to expand the Public Health Workforce within the Disability Network. The funds will also be tracked and reported on separately. The obligation and project period are through September 30, 2024.
- Currently there is not a project in place for these funds yet, but discussions have been underway.

Council Funded Projects

- This sheet had three anticipated contract extensions that have not been finalized or listed but are as follows:
 - Sonoran UCEDD-Transition AHEAD Roundtable - Year 3 - 3-month no-cost extension through 6/30/23
 - Impact Analytica - Data Hub - 4-month no-cost extension through 6/30/23
 - The Arc of the United States – Sexual Violence and Disability Network Facilitation - 3-month no-cost extension through 9/30/23

Arizona Developmental Disabilities Planning Council Budget Recommendation

- This sheet now reflects the projects outlined in the FY 2023 Workplan. There may be some adjustments made to this document as we continue to review the workplans and what may be shifted for FY 2024.

D. Executive Director Report: Council vacancies:

Jon stated there is a new director for the Governor's Office of Boards and Commissions and is awaiting information about the one more replacement for the Older Americans Act requirement. A person has been nominated at this time. Also, we're excited that Sophie Stern is joining the Council as a self-advocate and will be at the next full Council meeting. Once all the appointments have been made, Jon will be notified, and our office will receive an updated Council list to share.

J.J. Rico asked Jon if he knew what the screening process would be for new candidates and reappointments of Council members, citing the concern if posting private social media accounts would disqualify a potential candidate to be on the Council. Jon did not know but remained optimistic that good candidates will be selected.

PPR FFY 2022:

The PPR for FFY 2022 was submitted to ACL on December 29, 2022. It was 113 pages long and Jon expressed gratitude to all staff that assisted in completing this large report. Feedback from ACL is not expected until this summer. Marcella Crane expressed her thanks as well to staff and to Jon for his editing skills and stated, that

along with several other Councils, she had difficulty using the Verity System. ACL is aware of the concerns and hopefully will be addressed going forward.

COVID-19 Hesitancy and Public Health Workforce Development special funding updates:

A portion of the grant funds from the CDC to address Covid-19 vaccine hesitancy have been utilized under contracts with Michele Thorne and Michelle Jacquez. The project includes a community survey regarding attitudes toward and acceptance/rejection of Covid-19 vaccines, and a report delineating key issues related to expanding vaccine acceptance among the I/DD population. The survey responses have been analyzed and a draft report was sent to Jon for review. The final report will be shared with the Council. The balance of the CDC funds is contracted to NAU/IHD for additional work on Covid-19 acceptance/hesitancy and the lived experiences of individuals with I/DD and their caregivers during the pandemic; a contract is in place until September 30, 2023.

Jon stated that the Covid-19 Public Health Workforce Development funds of approximately \$95,000 will address the role of public health professional in serving the aging population with I/DD. He thanked Mary Slaughter for her leadership on this issue. Currently, a draft scope of work has been developed and feedback is being gathered on the task that will be undertaken by the partners involved. 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.

FFY 2023 Work Plan Update:

Staff met the previous day to review the first quarter of work on the 2023 Work Plan. Each activity under the five goals was reviewed and a status update provided by staff to ensure progress is made. Some activities have been identified as multi-year, there will be three no cost extensions to contracts and a few more activities may be moved to FFY 2024 to allow staff more time to begin to implement.

Melissa joined staff for the first part of the meeting to discuss how best to share the work plan. The work plan is a five-year plan that lays out the various objectives and activities that support it. Some activities are staff led and others are contracted out. Staff discussed what is the best way to share this on an ongoing basis with the Council, and how the Council can participate in the creation of the work plan prior to submission to ACL.

Staff discussed with Melissa the idea to propose creation of a new standing committee to work with staff on review and development of annual work plans. Melissa was open to the idea and will bring this forward to the Council members and have them more involved. Melissa stated this should be a small committee that rotates every year, and helps staff to review the work plan and to bring issues of concern to the full Council for feedback.

Marcella Crane stated this is important to include feedback from the Council members because by August 15, Councils have to submit a work plan for FFY 2024 and 2025, and this should not be done with just staff input.

Monica stated she liked the idea and volunteered to serve on the committee.

Mary stated she thought this was a great idea to manage a big work plan. For her personally, as Chair of the System Access & Navigation committee, she finds it difficult to see how the work of her committee fits with the larger work undertaken. Mary cannot serve on this committee due to other commitments but is excited to see this happen.

J.J. also said this is a good idea to keep the Council organized and address any emerging needs and to adjust the work plan as necessary.

Melissa stated this will be added to the full Council meeting agenda.

Hybrid meeting format – Full Council meeting (2023):

As previously mentioned, it is the Council's intention to start a hybrid meeting format in January 2023 for Council members to attend Full Council meetings either in person or online. Currently, we're having technological difficulties getting our systems updated by DES and will not be able to do so for the full Council meeting in January. Jon will notify the members of the status of this effort. If the technology cannot accommodate a hybrid format, meetings will continue to take place entirely online.

E. Grants Update:

Marcella Crane gave a brief update on the future grant solicitations that will be released this spring for the Council to review and approve. There will be 4 new grant solicitations that will be released between now and March, approximately 2 new proposals from the universities and several contracts to be renewed.

F. Announcements:

J.J. Rico stated he will be presenting to the Council on ACDL's plan to monitor group homes in AZ, after receiving the contract from DES/DDD. They are in the process of finalizing the contract agreement and will be hiring for the position.

G. Call to the Public:

None.

H. Adjourn:

The meeting adjourned at 9:47 AM.