



GRANTS AND CONTRACTS COMMITTEE

Friday, April 27, 2018

9:00 A.M. – 10:30 A.M.

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

MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, April 27, 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	
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Matthew Isiogu, Chairperson, Telephone	Tom Uno, Telephone
Cindy Findley, Telephone	Jamie Edgin, Telephone
David Copins, Telephone	Lori Masseur, Telephone
Monica Cooper, Telephone	

Members Absent	
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Staff	Guests
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Erica McFadden, Executive Director Lani St. Cyr, Staff Marcella Crane, Staff Michael Leyva, Staff	Tracy Slauterbeck, Intern
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A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 9:01 a.m. Roll call and participant introductions were completed.

B. Minutes from March 23, 2018

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

C. Fiscal/Contract Update

Lani St. Cyr gave an overview of three financial documents. The ADDPC Financial Update highlighted the \$343,437 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. Lani explained that invoice payment was being withheld for both Diverse Ability Incorporated and Morrison Institute due to contract compliance concerns.

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. It also showed planned projects that likely will not happen, so redistributing funding for those projects may be necessary. No action was taken on this item.

D. Contract Update

Marcella Crane reviewed the 3-month no cost extension request from Diverse Ability Incorporated for the Emerging Me: Middle School Matters self-advocacy project and gave a progress update for the current contract. There have been several unanticipated barriers which have impacted the progress of the project, including: personnel changes, scheduling, and school recruitment. Many of the barriers continue to exist, and with the school year ending, teacher strikes, and many of the workshops in the process of being re-scheduled there was concern as to whether the project should be extended. The request also reduced the number of youth participants from 250 to 125. There was further concern that scheduling over the summer months would be difficult and not much would be possible at the start of a new school year, if the contract was extended.

A motion was made by Monica Cooper to not extend the contract and have the work continue through the remaining contract period. Cindy Findley seconded the motion. Motion carried.

Erica McFadden explained that a letter of concern was sent to ASU Morrison Institute regarding contract compliance with and the tasks to be completed on the two projects remaining on the contract: the Arizona Employment Provider Inventory and the Community Inclusion Index. Morrison replied to the letter and addressed the tasks as well as anticipated completion dates. The Committee wanted to make sure staff closely monitored Morrison's progress throughout the remainder of the contract and to keep them posted of any concerns. The Committee also requested copies of the two letters between the Council and Morrison. No action was taken on this item.

E. RFGA Scope of Work Draft –Employment Training Program

Committee members were briefed on the draft scope of work for a competitive solicitation that will be released in May that is addressing how businesses can diversify their workforce by hiring, training and retaining persons with developmental disabilities. The employer should be willing to change their hiring policies, offer on the job supports, track data and be able to share their program with other business on lessons learned. This solicitation is open to nonprofits, businesses, and local units of government; \$150,000 is available for the first year, and multiple awards may be considered.

A motion was made by Tom Uno to approve the scope of work and dollar amount. David Copins seconded the motion. Motion carried.

F. NAU/IHD ISA- Employment Program

A Scope of Work draft was shared with the committee to approve \$50,000 to NAU/IHD to be the lead coordinator to work with a steering committee comprised of VR, DDD, and AZ Association of Providers for People with Disabilities (AAPPD). The steering committee is developing a comprehensive training for Arizona’s job developers, job coaches, employment service providers, agency staff, self-advocates and other stakeholders to promote the inclusion of employment of persons with developmental disabilities.

The steering committee will identify the trainer, locations of training, development of the agenda, training materials and evaluation. The half day trainings will be take place at two locations. Funding this scope of work, will allow the Council to enter into an ISA agreement with NAU for them to begin the work with the steering committee. Several Committee members discussed their concerns and issues were addressed by staff. It was shared that this proposal went through the Employment Ad Hoc Committee for their feedback and mentioned that this project and funding was previously identified in the Council’s workplan.

A motion was made by Monica Cooper to approve the scope of work, dollar amount and contract agreement with NAU/IHD. Cindy Findley seconded the motion. Tom Uno abstained. Motion carried

G. Sonoran UCEDD/Employment First Website-Contract Amendment

The Sonoran UCEDD a current contract with the Council to develop an Employment First Website. The development is to provide inclusive employment related opportunities, to facilitate community connections and to encourage/increase the inclusion of people with disabilities in the workplace. The amendment is to request an increase to their contract of \$5,000 that will allow the Sonoran UCEDD to identify and pay for a videographer to develop 2 employment videos to be posted on the website once it goes ‘live’. The videos will highlight employment success stories of Arizonans with I/DD. The current one-year contract started on January 12, 2018, and initially awarded \$25,539. There was a request that the videos be closed captioned.

A motion was made by Tom Uno to approve the contract amendment of \$5,000 for the Sonoran UCEDD. Cindy Findley seconded the motion. Jamie Edgin abstained. Motion carried.

H. SARRC Geek Camp

Michael Leyva gave an overview of the geek camp, now referred to as the tech camp. It is scheduled for July 22-28, 2018 in Tempe and this year SARRC asked the Council to help sponsor 5 individuals with autism to attend, with a total cost to the Council \$7,500 (cost is \$1500 per/person). The Tech Camp is designed for participants to have an immersive college experience, including exposure to admissions, dorm life, classes and homework, group projects and college life skills. Participants also learn skills in robotics, gaming and coding. This request would be for one year with data/follow-up to be provided by SARRC. It was explained that the scholarships would be need based and there was discussion as to how that would be determined. The Committee determined that 200% or below the Federal Poverty Level would be a good measure to determine need, as well as asking the question, 'is a scholarship needed and why'.

A motion was made by Monica Cooper to approve the request of \$7,500 for SARRC. Jamie Edgin seconded the motion. Motion carried.

I. Adjourn

Chairperson Matthew Isiogu called for a motion to adjourn the meeting. Motion was made by Tom Uno; seconded by Cindy Findley. The motion carried, meeting adjourned at 10:10 a.m.