GRANTS AND CONTRACTS COMMITTEE
Friday, June 26, 2020
2:00 P.M. – 3:30 P.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 virtually Friday, June 26, 2020. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Monica Cooper, Chairperson	Michael Coen
Bianca Demara	Kelly Roberts
Wendy Parent-Johnson	

Members Absent
Steve Freeman
Maureen Casey

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

A. Call to Order/Welcome

Chairperson Monica Cooper welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 2:03 p.m. Roll call and participant introductions were completed.

B. Minutes from May 20, 2020 Meeting

Chairperson Monica Cooper asked members if they had a chance to review the minutes and if there were any changes. No changes were requested. Monica asked for a motion to accept the minutes as is. Motion was made by Michael Coen; seconded by Bianca Demara. The motion carried.

C. Fiscal/Contract Updates

Lani St. Cyr gave an overview of the three financial documents starting with the ADDPC Financial Update, which showed approximately $273,300 in FY 2018 funds remaining to be spent by the end of September 2021. For FY 2019 the Council has fully obligated the funds by the original September 2020 deadline, but must ensure all work is completed by September 30, 2021. There is approximately $724,700 remaining to be liquidated by September 30, 2022. The Council has received the entire allotment for FY 2020 in the amount of $1,487,423 and has until September 30, 2022 to obligate these funds and complete the projects. The final liquidation period for FY 2020 is September 30, 2023.

The Council Funded Project document showed no major changes from the last month other than monthly invoicing expenditures. It was explained that many of the contracts with end dates of June 30, 2020 would be concluding and the contracts that went through the approval process last month were not reflected on the sheet because the contract periods have not started yet.

Finally, the Budget Recommendation document showed items to be funded based on the workplan recommendations. Agenda items to be discussed were highlighted to show the availability of funds and the prior approval of the Council. A column has been added to show FY 2021 funding, currently being estimated at level funding, and shows additional renewal projects reflected in the 2021 workplan.

D. Encore Employment Project-Renewal

Lani St. Cyr gave a recap of the May meeting discussion about whether the project activities proposed by Beacon for the Encore Employment Project match the intent of Customized Employment. The current activities appear to align with programs already offered in schools, by Vocational Rehabilitation, and with the supported employment practice of assessment and discovery. Additionally, there were concerns about whether the activities might already be funded by existing state contracts and if so, could this contract be addressing gaps in services with those contracts. Based on the May discussion, Council staff sent a clarification letter to Beacon to address the concerns raised. Marcella Crane added that Beacon has requested a no cost extension for the first year of the project through October 31, 2020.

Michael Leyva read through the answers provided in the clarification letter and Beacon's intent to implement customized employment in a way that personalizes the employment relationship between a candidate and an employer in order to meet the needs of both and is based on the four foundations including discovery, job development, worksite support, and career sustainability. There was discussion between committee members as to whether the response to the clarification letter addressed their concerns sufficiently. It was determined that additional clarifications should be requested to address sustainability, Covid-19, as well the following concerns:

- How many Discovery hours did each person receive? Who was involved (e.g. family members, friends, teachers) in the Discovery process and how will it be documented?
- What types of businesses are involved in the CE process? Are they the same businesses for all participants?
- What were the 3 overarching themes identified for each person? Based on the themes identified, what customized job was created?
- What strategies will be used to increase the number of work hours? How likely is it that 20 hours will be achieved?
- Must use the CE model to call it CE. Must maintain fidelity.
- Must be clear on the CE process? Is the Encore Project using the CE model developed by Griffin Hammis? Did Beacon staff go through Griffin Hammis CE training?
- Must provide documentation for each person involved in the program.
- Are TAYIDD individuals with severe disabilities? Case studies for the individuals would be good to have.
- Beacon needs to use appropriate terminology and accurate description of the type of service provided.
- Would like to follow up with the high schools that are referring students. Obtain their perspective of the CE model and practices the Encore Project is using. What recommendations do they have?

The committee decided additional clarification should be requested and addressed in a single revised renewal proposal to be reviewed at the next Grants Committee meeting. Kelly Roberts made the motion to request a revised renewal proposal with all clarifications for the Beacon Encore project. Motion seconded by Michael Coen. Wendy Parent-Johnson abstained. Motion carried.

E. Strategic Plan Development

Lani St. Cyr gave an overview of the proposal submitted by Improvement Assurance Group for strategic plan development and explained that they will be working through Flannigan Hyde to assist the Council with its 5-Year strategic planning. The project has multiple phases and is anticipated to run from August to June 2021. They will provide:

- A detailed project plan with timelines for activities
- An engagement plan for collecting input and perspectives from key stakeholders
- A current state inquiry and analysis plan
- Conduct a 'road show' to get input from stakeholders across the state
- Data collection tools, as necessary
- Synthesize data and key findings for the state
- Develop a mechanism to provide feedback/updates to keep the community informed
- Solutions Road Show in multiple locations within the state
- A full strategic plan document as well as and external facing document.

A Strategic Planning Committee will be established as well as workgroups and there will be meetings throughout the process to ensure the project is in line, on time and meeting the

expected outcomes. Erica McFadden added this was a draft proposal and the final will reflect Flanagan-Hyde and Associates as the vendor. Also, they will be conducting a stakeholder event in Spanish as well one with sign language interpreting and will be working virtually as needed.

Chairperson Monica Cooper called for a motion to approve the draft Strategic Plan proposal in the amount of $72,838. Motion was made by Michael Coen; seconded by Kelly Roberts. The motion carried.

F. Conference Sponsorship-RFGA

Marcella Crane gave an overview of the proposals submitted under the conference sponsorship competitive grant solicitation. Nine proposals were submitted and reviewed by an outside evaluation committee and six of them were recommended for funding, including:

- The Arizona Coalition to End Sexual & Domestic Violence in the amount of $8,459. In collaboration with Ability 360 and the Arc of AZ, they will provide three 8-hour workshops about the impact of violence in the I/DD community. They anticipate 120 participants with 40 attending per event. It will include trainings for victim service providers, disability-serving organization staff, and family members and individuals with I/DD. The proposed dates for the trainings are May, June and July 2021. Funds will be used for staff time, print materials, travel stipends for out of town participants, and speaker fees.
- The Arizona Association for Supportive Child Care in the amount of $10,000. They plan to host an annual statewide early childhood conference in February 2021. The 30th Annual Celebrate the Young Child Conference will be a two-day event including a Friday networking dinner with keynote speaker and a full day conference on Saturday. The funds will go towards the Friday pre-conference event to cover the costs for supplies and speaker fees (no meals will be paid for by ADDPC funds). They will invite early childhood professionals that are not familiar with inclusion in early childhood, and family members who have children with I/DD.
- Niagara University in the amount of $9,939. They have developed a comprehensive disability awareness training program for first responders and will be bringing this training to Arizona either in-person or remotely. Dates will be finalized with state and local first responders' associations. The target audience includes, local and state patrol, firefighter, 911 operators/dispatchers, EMS and other first responder management. Training is not meant for family members or individuals with I/DD. Funds will be used to cover the costs of personnel trainer, resource booklets and other training materials, and travel costs for the trainer.
- Southern Arizona Association for the Visually Impaired in the amount of $10,000. They will be conducting an Integrated Employment theme conference "Cultivating a Culture of Strength" on May 14, 2021 in Tempe for approximately 200 individuals who are blind or visually impaired, individuals with I/DD, employers, caregivers, families, professionals, educators and other community members. The focus is to highlight advancements gained by the blind community to provide companies with

- information to take an integrated approach to strength-based employment; inform consumers of their rights and responsibilities; and provide information for families, caregivers, and professionals central to integrated employment. The conference will culminate with a job fair at the end of the day where participants will be exposed to companies with various employment options and have a chance to network. Funds will be used to cover the costs of supplies, meals, rental fees, and professional speaker.
- Southwest Autism Research and Resource Center in the amount of $7,500. They will be having two 1-hour Inclusive Practices for Community Settings webinars for those interested in learning about inclusive best practices. Following each webinar, each partner leadership team with receive three 1-hour consultations with a Board-Certified Behavior Analyst to continue further discussion and application of inclusive practices int heir natural environment. With the funding, they can continue to provide critical training on inclusive practices to community organizations and partners ensuring that individuals with autism are meaningfully integrated into inclusive communities. Funding will be used to cover the costs of Southwest Autism Research and Resource Center staff.
- The Arc of Arizona in the amount of $10,000. They will partner with the Arizona Autism Coalition and host the second annual Autism and Intellectual and Developmental Disabilities Resources Conference to be held on October 17, 2020 in Phoenix. The theme is Building a Sustainable Future, and will be geared to self-advocates, family members, caregivers, professionals, and other community stakeholders who work with individuals with I/DD. The conference will not focus on one single topic or audience segment, but instead engage the attendees on various facets of community living and possible opportunities to be inclusive an engaged. Areas of topic to be addressed include self-determination, employment, safety and security, legal and judicial issues, healthcare and oral healthcare, family and caregiver needs, behavior management practices and related professional therapy practices.

Chairperson Monica Cooper called for a motion to approve the six conference sponsorship proposals recommended by the evaluation committee in the combined amount of $55,898. Motion was made by Wendy Parent-Johnson; seconded by Bianca Demara. The motion carried.

G. Self-Advocacy-RFGA

Marcella Crane gave an overview of the Self-Advocacy competitive grant solicitation and explained there were only two proposals submitted, so it was determined the Grants Committee would serve as evaluators for these proposals. The committee members expressed a need for additional time to review the proposals prior to discussion and that a future meeting should be scheduled for this. This agenda item was tabled.

H. Adjourn

Chairperson Monica Cooper called for a motion to adjourn the meeting. Motion was made by Michael Coen; seconded by Kelly Roberts. The motion carried; meeting adjourned at 3:22 p.m.

Dated this 30th day of June 2020
Arizona Developmental Disabilities Planning Council