



**GRANTS AND CONTRACTS COMMITTEE**  
Thursday, August 6, 2020  
2:30 P.M. – 4:00 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 Thursday, August 6, 2020. Notice having been duly given. Present and absent were the following members of the ADDPC.

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

<b>Members Absent</b>	
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Steve Freeman
Maureen Casey

<b>Staff</b>	<b>Guests</b>
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Erica McFadden, Executive Director	Frances Miller
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 2:31 p.m. Roll call and participant introductions were completed.

**B. Minutes from June 26, 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 written. Motion was made by Bianca Demara; seconded by Michael Coen. 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 \$262,190 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 \$640,003 remaining to be liquidated by September 30, 2022. For FY 2020 the Council has approximately \$547,000 to be obligated by September 30, 2022. The Council has already identified projects for these funds and the work must be completed within the obligation period. The final liquidation period for FY 2020 is September 30, 2023.

The Council Funded Project document showed many changes. An additional five contracts have been granted no-cost extensions due to Covid-19. It was explained that final invoices for contracts that ended in June and July are currently being received and processed. The contracts that went through the approval process and have July start dates are now reflected on the sheet.

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**

Michael Leyva gave a recap of the June meeting discussion and read through the answers provided to the clarification letter by Beacon during a meeting held June 10, 2020.

1. 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?  
Beacon does document various data points related to Encore Project. These data points were listed in the third narrative report. In addition, Beacon is required to report on certain AIDD performance measures. However, to understand each person that is going through the Encore Project, there is other data to gather and report on. This can be in the form of case studies of each participant. These stories will tell a bigger picture of the Encore Project and how it impacts each participant, their family, self-determination, and work environment.
2. What types of businesses are involved in the CE process? Are they the same businesses for all the participants?  
Beacon contacts various employers based on the interests and skills of the participants; employers involved are not the same ones contacted. Joe Cox meets frequently with local businesses.

3. What were the 3 overarching themes identified for each person? Based on the themes identified, what customized job was created?  
Beacon tracks each participants theme (i.e. goals, skills, or interests) and will be reported in future narrative reports.
4. What strategies will be used to increase the number of work hours? How likely is it that 20 hours will be achieved?  
Beacon stressed that each participant proceeds through the Encore Project and a individualized plan is crafted. The goal is for all participants to work 20 hours per week and earn minimum wage. Beacon stressed it is important to have accommodations with each participant, understanding that some participants will still be in school and have limited hours to work. Some participants that are further along with school or have more experience will gain more work hours. This data point is also tracked.
5. Must use the CE model to call it CE. Must maintain fidelity.  
Beacon stated that the Encore Project is following a customized employment model for each participant and not a form supported employment. Additional support and technical assistance is provided by Griffin-Hammis.
6. 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?  
Beacon staff Joe Cox and Frances Miller have both been certified by Griffin-Hammis. The intent by Beacon is to utilize the customized employment model for each participant.
7. Must provide documentation for each person involved in the program.  
Beacon will provide written documentation (short stories and report on data points) in each narrative report. For the remainder of this year, the contract is in place October 31, 2020 and Beacon will report additional information with the next narrative report and in subsequent narrative reports.
8. Are TAYIDD individuals with severe disabilities? Case studies for the individuals would be good to have.  
Beacon identifies each participant as having moderate or significant disabilities.
9. 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?  
Beacon welcomes additional discussions between the schools and ADDPC. Michael Leyva will follow up with Beacon to set up future teleconference meetings. These will be to gain their perspective on the Encore Project.
10. Sustainability Plan:  
Beacon stated that they plan to research and apply for future funding that will support the project. If funded for year 2, Beacon will use this period of time to

search for other sources of funds. The ADDPC staff will forward leads of potential funding to Beacon. If the Encore Project is not funded for a second year, Beacon stated the project could not continue.

Frances Miller from Beacon was available to answer additional questions and to review what actions have been taken to address Covid-19 currently and their plans moving forward. There was additional discussion regarding what is included as part of the discovery process for customized employment at Beacon and how it is different than what Vocational Rehabilitation (VR) is contracting with them to do.

Chairperson Monica Cooper called for a motion to approve the Encore Employment Project for a second year in the amount of \$70,265.96. Motion was made by Bianca Demara; seconded by Kelly Roberts. The motion carried.

**E. Self-Advocacy-RFGA**

Marcella Crane gave an overview of the evaluation process and the Scope of Work that was created to address Self-Advocacy. The Committee discussed the strengths and weaknesses of the submitted proposals and it was determined that further clarifications would need to be requested to determine which proposal to proceed with. There was discussion regarding future meeting dates and the Committee members were thanked for the time taken to review the proposals. No action was taken on this item.

**F. Adjourn**

Chairperson Monica Cooper called for a motion to adjourn the meeting. Motion was made by Michael Coen; seconded by Wendy Parent-Johnson. The motion carried; meeting adjourned at 3:55 p.m.