



EXECUTIVE COMMITTEE

Friday, September 15, 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 September 15, 2023, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Melissa Van Hook, Chairperson
J.J. Rico, Vice Chair
Monica Cooper
Kelly Roberts

Members Absent

Kathy Levandowsky
Janna Murrell
Vijette Saari

Staff

Guests

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

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 9:02 AM. Roll call and participant introductions were completed.

B. Minutes from July 5, 2023, Meeting:

Chairperson Melissa Van Hook asked for a motion to accept the minutes from July 5, 2023, Executive Committee meeting. The motion was made by Monica Cooper, seconded by J.J. Rico. The motion carried.

C. Fiscal/Contract Update:

Lani St. Cyr gave the ADDPC Financial Update and explained the Council has fully obligated the FY 2021 award amount of \$1,535,342 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 made the new obligation and project period through September 30, 2023, allowing an additional year for the work to be completed. The Council has until December 31, 2023, to liquidate FY21 funds. There is approximately \$3,731 remaining 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. Staff has requested a no-cost extension for the Refugee Research Project to allow more time for the Sonoran UCEDD to complete the project. We have received tentative approval through December 31, 2023. The Council has fully obligated these funds and will need to complete the work on all other projects by September 30, 2023. There is approximately \$239,961 remaining to be liquidated.

The Council has received a third allotment of FY 2023 funding in the amount of \$398. This brings the current FY 2023 total amount to \$1,501,328. There is approximately \$395,568 to obligate, which we would like to do before this September so the work can be completed in the second year of funding to meet the period of performance requirement which runs through September 30, 2024, with the liquidation of funds through September 30, 2025.

Next, an update was given on the additional awards the Council has received.

First, the Council received \$84,288 for COVID-19 Vaccine specific projects. These funds are being tracked and reported on separately. ACL has also granted a one-year no cost extension for these funds, which the staff submitted a letter requesting. With the extension, the funds must be obligated, and work completed by September 30, 2023. To date the Council has spent \$59,592 and has encumbered \$23,770, 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.

Then, the Council 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. The contract for this project has been awarded and the funds encumbered.

Next, the Council Funded Projects sheet was reviewed. The Committee was informed that a 3-month no-cost extension has been granted to the Sonoran UCEDD for the Refugee Research project, which will now run through 12/31/2023. The staff sent a letter requesting the extension to ACL to facilitate this.

Finally, the Budget Recommendation document was reviewed. It shows a small surplus of \$40,728, and projects have been identified that will be able to utilize these funds.

D. Executive Director Report

COVID-19 Public Health Workforce Development special funding:

As previously stated, the COVID-19 Public Health Workforce Development funds of approximately \$95,000 will address the role of public health professionals in serving the aging/elder population with I/DD. 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 is acting as the fiscal agent for the grant awards. The contract took time to finalize, however, to date, six community forums have taken place, and more are scheduled. The work will be completed with a final report that will include recommendations. The report is due by December 31, 2023. When the report is received, staff and the System Access and Navigation committee will review it and develop policy recommendations for the Council to consider.

FFY 2024 & 2025 Annual Work Plan submission:

Staff submitted the FFY2024 and 2025 annual work plans to ACL on August 15, and after their initial review, they requested minor corrections that were related to restating a couple of our activities. Once those corrections were submitted, ACL approved the Council's annual work plans. FFY 2024 begins October 1, 2023. A final draft of FFY 2024 will be discussed at the next full Council meeting.

Legislative/Policy issues – SB 1291 & SB 1710:

SB 1291 – Conservatorship; Guardianship; Policies; Procedures. This bill now includes language to recognize Supported Decision-Making (SDM) as an alternative to guardianship. During the legislative session, a bill was introduced (SB1411) with language that was concerning because the sponsor was proposing automatic guardianship for all individuals receiving DDD services upon the age of 18. Many of us in the disability community met with the sponsor to educate her on why this would be harmful. Ultimately, she relented. Toward the close of the legislative session, a separate bill, SB 1291, was reworked to add in SDM, and it passed and was recently signed into law. Governor Hobbs had a bill signing event on September 5 and a few Council representatives were invited, including Jon, Melissa, Jason, Sophie Stern, staff from ACDL, and other advocates. The photo is featured on the Council's social media site and will be included in our next newsletter.

SB 1710 – State Hospital; Governing Board; Governance. This bill was introduced to move the oversight of the Arizona State Hospital (ASH) from the Arizona Department of Health Services to an independent governing board. Its provisions may have had the effect of increasing beds at ASH for people with I/DD and those with mental health diagnosis and an I/DD. The disability community was against this bill because of the potential effect that more people with disabilities would be adjudicated to ASH. The bill passed, but it was amended so much that there will be little impact to the disability community. The final bill relates more to operational requirements. The result of this bill is that a coalition of advocates that want to improve services at ASH have been meeting and recently met with the Governor's Office on recommendations. Jon attends those meetings and will keep the Council informed of any updates.

Council vacancies/appointments/re-appointments:

The Council has several vacancies in mandated positions that are waiting to be filled by the Governor's Office of Boards and Commissions. They are aware of the Council's vacancies, but the delay is largely due to the number of appointments the Governor must make to fill all the open slots on boards and commissions.

Mandatory memberships that are currently vacant include representatives from the Older Americans Act – which is the position filled by DES Div. of Aging and Adult Services (DAAS), Arizona Health Care Cost Containment System (AHCCCS), Arizona Department of Education (ADE), University of Arizona Sonoran UCEDD, and a replacement for Mary Slaughter, which is a family member of someone who was institutionalized. Jon was able to clarify the meaning of that vacancy with the Council's technical assistance staff and it can be filled by a representative of someone who has lived in a group home. Jon will continue to update the Council as appointments are made.

Proposed FFY 2024 meeting dates:

Jon presented the proposed FFY 2024 meeting schedule for Full Council meetings and Executive Committee meetings. The meeting schedule is November 2023 to September 2024. If Council members have any conflicts with the proposed dates, they should contact Jon as soon as possible so he can adjust the meeting dates.

Melissa had a comment: With Mary Slaughter no longer chairing the System Access and Navigation committee and thus not on the Executive Committee, Vijette Saari has been recommended to join the Executive Committee. Vijette was unable to join today's committee meeting due to other business.

E. FFY 2024 Council Budget:

Lani created a proposed FFY 2024 Council operating budget for review and approval. Jon stated that many of the costs and line items listed are handled by DES, whom Lani works closely with in managing our federal awards. Jon also stated that we're anticipating level funding for next year and that the Council is 100% federally funded.

Lani provided a few highlights in the budget: 30% is the statutory cap for administrative costs and the Council does not normally spend the full 30%. The remainder of the funds, or 70% plus any available administrative funds, are allocated for program/project costs, based on the FFY 2024 work plan and the activities that are listed under each of the five Goals.

Lani also stated that the Council is prohibited from spending any funds in the line-item capital equipment; and the line item for occupancy is charged as part of a cost pool with DES. As a point of reference, DES is the Council's Designated State Agency and they handle many of the back-office operational tasks (i.e., Human Resources, Accounting, IT, Procurement).

Melissa asked a question related to how we budget for staff salaries. Lani explained that staff salaries are mostly charged to program/project costs and a percentage is charged to administrative line item.

J.J. Rico stated that he has heard from his federal contacts at ACL to expect level funding from Congress, and that ACDL also receives other sources of funds. Jon stated he has heard conflicting information on what Congress will approve. However, the FFY 2024 budget is based on level funding.

Melissa asked for a motion to approve the FFY 2024 budget, as written. The motion was made by Monica Cooper and seconded by J.J. Rico. The motion carried.

F. Grants Update

Grants Committee recommendations

Marcella Crane provided an overview of each of the following proposals, each reviewed by staff and requesting third year funding.

Impact Analytica – Disability Data Hub: Requesting \$20,000, Year 3

The Disability Data Hub is currently being maintained and updated by Dr. Alex Kurz, from ASU, and is located on the ADDPC website. It offers state and county specific disability statistics in a user-friendly dashboard. The format is based on six domains: Demographics, Income, Education, Employment, Housing and Transportation. Statistics cited on the Data Hub are drawn from the Census Bureau's American Community Survey and American Housing Survey.

In year 2, Dr. Kurz, with assistance from the ADDPC, finalized a Data Sharing Agreement with DES to source local data collected by DDD, going back to 2016. Moving forward, this will allow for a more statewide focus on I/DD data that DDD collects on who is provided support and services from them.

By supporting a third year of funding, Dr. Kurz will update the dashboard's six domains as general disability data becomes available; and he will continue to work with the ADDPC and

DDD to facilitate discussion of specific Arizona disability data to host onto the Disability Data Hub, by creating a new dashboard for DES datasets.

Once the datasets are updated, Dr. Kurz will plan for webinar training sessions on how to use the Disability Data Hub and track website usage and specific questions from users. ADDPC staff has had ongoing communication with Dr. Kurz during both funded years and there have been no contract obligation concerns.

Melissa asked for a motion to approve the Year 3 proposal submitted by Impact Analytica for the Disability Data Hub for \$20,000. The motion was made by J.J. Rico, seconded by Kelly Roberts. The motion carried.

***Arizona Center for Disability Law – Special Education Advocacy Program (SEAP):
Requesting \$150,000, Year 3***

ACDL is requesting third year funding for the Special Education Advocacy Project or SEAP. SEAP addresses the gaps and needs of students with I/DD along with their families/caregivers, to understand their rights in the special education system. SEAP will continue to provide technical assistance (TA) and resources to the target group, giving priority to youth in the foster care and/or juvenile justice systems, students in Arizona's refugee community, and Native American students in the Four Corners region.

In addition to the technical assistance provided, funding will also support the ongoing training sessions to reach out to new groups. ACDL will conduct 8 training sessions throughout the year (see Exhibit A), approximately 2 per quarter, either in person or by online webinar format. Training will be provided statewide, educating various audiences, including one training in Spanish, one for Arizona's refugee community, a training for the Four Corners region area in collaboration with the Native American Disability Law Center (NADLC), Juvenile Court Dependency 101 Judges Training, Early Childhood Professionals ECHO, the Department of Child Safety, and at the African American Conference on Disabilities. ACDL expects 15-20 participants per training.

Multiple partners in the community support SEAP, including the state Dept. of Education, Dept. of Child Safety and Administrative Office of the Courts, and multiple nonprofit organizations, such as Raising Special Kids, FostAdopt Connections, Black Mothers Forum, CASA Children, and Advocacy31Nine.

ACDL is a unique non-profit law firm, with legal staff that includes attorneys and advocates who are highly knowledgeable about the various legal rights of individuals with developmental disabilities under the American with Disabilities Act, Section 504 of the Rehabilitation Act, Section 1557 of the Affordable Care Act, the Fair Housing Act, and other federal and state disability rights laws.

ACDL is one of the only entities in Arizona providing free legal representation and advocacy services related to education and transition-to-employment needs for children and young adults with developmental disabilities. ACDL represents children in negotiations, mediation, administrative complaints before the Arizona Dept. of Education and the U.S. Dept. of

Education's Office of Civil Rights, and due process proceedings in Arizona Office of Administrative Hearings.

ACDL will provide data from two surveys they have created to track feedback from participants. The first survey is of those who attended a training session. Feedback is provided immediately after the training ends and survey responses will be tabulated and provided in their final narrative report.

The second survey will capture outcome focused data on how the TA provided by ACDL resolves or does not resolve a client's issue or if the issue is still in the process of being worked through. This survey is shown as Exhibit D and will be provided 3 months following the conclusion of the TA.

Finally, ACDL's third quarterly report submitted to staff for the current grant year (year 2) shows 76 Basic TA provided; 28 Complex TA provided; and 9 training sessions conducted. These numbers exceeded their projected numbers for year 2. Narrative reports also provide specific TA cases with feedback provided by families that received services. These stories and the outcome numbers they provided are shared in our annual PPR. There are no contract concerns.

The budget outlines the various staff and interns from ASU and UA Law School, with their time used as Match. Staff that have a part in managing this project are listed and their time is projected. This provides a more realistic picture of work that is provided to conduct training sessions or manage a caseload of basic or complex technical assistance to the family. Also, funds are dedicated for translation and interpretation services and travel funds will allow staff to attend meetings to provide individualized services or meetings with community members.

Melissa asked for a motion to approve the Year 3 proposal submitted by Arizona Center for Disability Law, SEAP for \$150,000. The motion was made by Kelly Roberts, seconded by Monica Cooper. J.J. Rico abstained. The motion carried.

***Arizona Coalition to End Sexual and Domestic Violence – Education to Reduce Abuse:
Requesting \$35,000, Year 3***

The Arizona Coalition to End Sexual and Domestic Violence (ACESDV) is requesting third year funding to offer a training series on reducing sexual abuse of individuals with I/DD to Arizona I/DD service providers. ACESDV will provide 4 training sessions, one in person in Kingman and 3 virtual training sessions to attract a higher number of participants from the state, especially from rural parts of Arizona. Specifically, the target populations for training are rural, Spanish speaking, and sexual and domestic violence service providers for the I/DD community, including staff at group homes and long-term facilities.

The training sessions are free of charge, are 4-hours in duration, and have been updated with input by the ADDPC and The Arc of Arizona to ensure terms and descriptions of people with

I/DD are accurate. All training sessions will be recorded. The course content includes the following:

1. Sexual Violence 101
2. Introduction to Addressing Sexual Violence in I/DD Populations
3. Introduction to Disability and I/DD
4. Mandatory Reporting and Retaliation
5. Sexual and Domestic Violence among Children with I/DD

ACESDV staff will update all current training curricula, with assistance from The Arc of Arizona and the Arizona Statewide Independent Living Council (AZSILC). It will include Spanish interpretation, rural and Spanish-speaking community information, and information about abuse against children with I/DD.

After each training session, participants fill out a satisfaction survey to gauge their understanding and usage of the information. In their second-year grant, a total of 328 participants attended a training session, of which 10 were from out-of-state. Participants came from all 15 Arizona counties. The data also showed that 30 participants were individuals with I/DD and 21 were family members/caregivers. The majority were professionals.

Feedback from participants has remained positive, with 98% stating they were satisfied or highly satisfied with the training and information provided.

The budget reflects costs that will support the activities. Final data, including demographic data, will also be tracked and submitted to the ADDPC.

Melissa asked for a motion to approve the Year 3 proposal submitted by Arizona Coalition to End Sexual and Domestic Violence for \$35,000. The motion was made by J.J. Rico, seconded by Kelly Roberts. The motion carried.

***Sonoran University Center for Excellence in Developmental Disabilities – Native Center for Disabilities:
Requesting \$120,000, Year 3***

The mission of the Native Center for Disabilities (“Native Center”) is to provide a Native-focused program to increase knowledge of disability services, advocacy, and programs available to the 22 Tribal communities in Arizona, and off reservation urban communities with significant Native American populations.

Funding for a third year will continue the tribal partnerships that are in place and support further outreach to the other tribal communities that are not yet part of the work. Partnerships with Tribal communities aim to further develop activities fostering awareness, services, and partnerships benefiting Native people. This is done by providing culturally sensitive programs to amplify awareness of disability services, advocacy, and support within the Native American populations across the state.

With initial funding in Year 1 and Year 2, the Sonoran UCEDD initiated foundational activities to establish its presence that included talking circles, monthly webinar presentations, quarterly newsletters, and outreach efforts that led to face-to-face meetings with 10 Tribal communities to communicate the project objectives. There were also outreach efforts to partner with federal, state and community organizations about the need to support Tribal communities. (A list of the 10 Tribal communities that staff visited is on page 2 of the renewal application.)

The Native Disability Center has built and continues to partner with multiple Tribal communities, federal, state, and local agencies, and community organizations. The program is focused on sustaining this project with the guidance of the Tribal communities involved and with the ongoing support by the Sonoran UCEDD staff.

Funding for a third year will allow Sonoran UCEDD to focus on 4 main objectives: 1. Expanding outreach to new Tribal communities to form new partnerships; 2. Creating diverse employment opportunities for adult individuals with disabilities by supporting culturally responsive training programs that match the skills and aspirations of Tribal members; 3. Forming a partnership with the U.S. Department of Labor, Division of Indian and Native American Programs (DINAP), to develop national technical assistance training materials; and 4. Creating additional awareness and resources for certain specific disabilities, including autism, comorbid mental health with developmental disabilities, Traumatic Brain Injury (TBI) and Fetal Alcohol Spectrum Disorder (FASD). These resources will include informative materials, training modules for caregivers and professionals, and online platforms for sharing experiences and knowledge.

A key aspect in the Native Center is the Sonoran UCEDD's commitment to supporting the Targeted Disparity mandate, through which the ADDPC will strengthen a program that increases meaningful employment opportunities for transition age youth with I/DD (ages 14-22) from the Navajo Nation by supporting a focus on training, technical assistance, direct services, and resources. This has progressed through the creation and maintenance of participation in pre-employment transition services, Project SEARCH, school pilot site partnerships, and Tribal/State Vocational Rehabilitation employment supports.

Data gathered to date shows 81 individuals with I/DD, 32 family members/caregivers, and 631 professionals have participated in a talking circle, or webinar, and approximately 97% of survey respondents stated their knowledge and/or skills increased due to attending an event.

The budget for the third year supports the ongoing activities of staff and consultants. The ADDPC has expressed concerns with the length of time in hiring the Program Manager and will work closely with the Sonoran UCEDD to ensure this aspect does not delay the work they have outlined and their ability to address the Targeted Disparity in the third year.

Melissa asked for a motion to approve the Year 3 proposal submitted by Sonoran UCEDD for \$120,000. The motion was made by Monica Cooper, seconded by J.J. Rico. The motion carried.

**The Arc of the U.S. – Arizona Sexual Violence & Disability Network:
Requesting \$50,000**

Jon Meyers provided the overview of the third-year proposal by The Arc of the United States, in collaboration with The Arc of Arizona, for the Community of Practice, AZ

Sexual Violence & Disability Network. The contract was granted a no cost extension back in April so that the additional three months allowed for the contractor to complete certain activities, including conducting their first conference that took place on September 14. The contract is set to expire on September 30, 2023.

Jon stated that he had hoped to bring their proposal for funding consideration, however after staff reviewed the proposal, staff felt they did not address the concerns and lay out a process for sustainability. In addition, it was apparent that it lacked substantial outcomes that directly impacted the disability community and disability professionals to strengthen their knowledge on the prevention of sexual violence against people with I/DD. Much of the work that has been conducted to date is geared around the members of the network and meetings, and in the first year the development of a strategic plan, and a new website for hosting resources. It was clear in their third-year proposal that there was no mention of a sustainability plan.

Jon spoke with the lead project staff at The Arc of the U.S. and since then learned that some new activities that were left out of the proposal might have led to a different position by staff. Jon further stated that he understands the importance of this work and topic, as it is part of our annual work plan, and will continue to work with the partners involved to ensure this work does not stall.

Jon is recommending two primary focus areas going forward: First, that we continue to meet with and work closely with advocates and the disability community on how to address this topic so that another Hacienda event does not happen and, second, that staff develop a new scope of work to release in the spring of 2024 for an award to be made by June 2024.

Melissa stated that she agrees with the staff recommendation. She asked if the approved ACESDV grant has any overlap with this proposal by The Arc. ACESDV grant is conducting training on this topic, and she asked staff specifically what was accomplished with two years of funding? Jon stated that The Arc organized and staffed a coalition/ network that included more people from other related areas of expertise, such as the LGBTQ community, refugees, and advocates from Native American and Spanish speaking communities. There are 4 committees addressing key areas of focus, however, it was too focused on meetings and getting people at the meetings instead of producing outcomes for the community.

J.J. stated that he appreciated the evaluation work by staff and says it's a proper way to pause for a while and redo the scope of work. J.J. stated that we want to prevent another Hacienda and we need to ensure that the work on this issue continues during this time. J.J. supports the recommendation made by staff.

Melissa stated she appreciates J.J.'s comments. Melissa asked for clarification on the motion. Marcy stated that the motion should be to not renew The Arc of the U.S. for a third year of funding, and to allow staff to draft a new scope of work. Marcy also stated she will look at the original scope of work and see what was developed in the past.

Melissa asked for a motion to not approve the proposal by The Arc of the U.S. and for staff to draft a new scope of work. J.J. made the motion and it was seconded by Kelly Roberts. The motion carried.

Recent Awards update

Self-Advocacy Network Building and Supported Decision Making:

Marcy gave a quick update on both projects that were recently awarded to The Arc of the U.S. dba The Arc of Arizona. The projects began this past July and work has commenced with both. Staff with The Arc of Arizona has kept ADDPC staff informed of their work, acknowledged Council funding and used our ADDPC logo appropriately, and copied us on emails. Marcy will continue to track the progress of both contracts.

G. Behavioral Health & Crisis Response Survey

Melissa stated that Jon and Jason are busy with behavioral health committee and the recommendation to conduct a survey on members/people with I/DD who use the behavioral health system. The survey is not meant to gather feedback from providers, professionals or from law enforcement agencies. It will be meant to hear from people with I/DD directly.

Questions have been developed, however, over this period of time, we needed to find the right entity who could carry out this work and provide a report from the data that was collected and analyzed.

Jon stated that earlier this summer, they met with ASU, but it was not going to work because of the excessive cost, and it would take 18 months to receive the final report. Jon stated that he wanted to consider a market research firm instead that has experience in this type of surveying. He asked Maureen Casey for recommendations, and she provided him with three firms to contact.

In subsequent conversations with the three firms, the one that impressed the group the most and that understands people with I/DD and the behavioral health system best is Noble Predictive Insights. They are well known firm in AZ and nationally. They are considered #4 or #5 in accuracy of their research findings. Jon stated the group feels comfortable with their expertise and approach to creating and distributing a survey and gathering the information in a short amount of time. The final report should be done by the end of the calendar year.

Also, Noble Predictive Insights is on a state contract. They presented a short project proposal and budget summary for review. The other two firms also provided a summary and budget and both firms' costs were higher than Noble Predictive Insights. The proposal is \$60,000 and is on the low end of the three. Jon has talked to Lani about this project and the costs, and we have the budget to support this in the new fiscal year.

Melissa asked if there were any questions, and no one had any questions. She then called for a motion to ask for a formal proposal from Noble Predictive Insights in the amount of \$60,000 to conduct a behavioral health study of people with I/DD. Kelly made the motion, seconded by J.J. Rico. The motion carried.

H. Announcements:

None

I. Call to the Public:

None

J. Adjourn:

The meeting adjourned at 10:26 AM.

Dated this 20th day of September 2023
Arizona Developmental Disabilities Planning Council

DRAFT