



WORK PLAN REVIEW COMMITTEE

Friday, August 2, 2024

9:00AM – 10:30 AM

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

Meeting held via teleconference

DRAFT MINUTES

The Work Plan Review Committee meeting of the Arizona Developmental Disabilities Planning Council (Council/ADDPC) was convened virtually August 2, 2024, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Kathy Levandowsky, Chairperson
Meghan Cox
Bianca Demara
Melissa Van Hook

Members Absent

Monica Cooper
Mary Slaughter

Staff

Jon Meyers, Executive Director
Marcella Crane, Contracts Manager
Lani St. Cyr, Fiscal Manager
Michael Leyva, Contracts/Grants Coordinator
Jason Snead, Project Specialist
Sarah Ruf, Communications Director

Guests

A. Welcome & Introductions:

Kathy Levandowsky welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Work Plan Review Committee meeting. The meeting was called to order at 9:05 AM. Roll call was completed.

B. Approval of Minutes – May 17, 2024:

Minutes from May 17, 2024, Work Plan Review Committee were reviewed. Kathy asked if there were any changes to the minutes. None were offered. Melissa Van Hook made the motion to accept the minutes, and Bianca Demara seconded the motion. The motion carried.

C. FFY2025 Annual Work Plan (Proposed):

Jon stated that staff has drafted the FFY 2025 annual work plan, taking into consideration many of the projects that will carry over from FFY 2024 and input from the Council.

Marcy provided an overview of the FFY 2025 annual work plan that is due to ACL on August 15, 2024. A draft of the FFY 2026 annual work plan will also be submitted.

Goal 1 Self-Determination:

Objective 1: There are minor changes to the output statement and performance measures to be more aligned to the project results. The activity is to support the Self-Advocacy mandate.

Objective 2: There are six activities listed, and overall, there are changes to the activity language, output and outcome statements and performance measures. There are two project changes that will drop off: Project SEAP by DRAZ ends on September 30, 2024; and the Council will not release another grant solicitation for Conference Sponsorships in the Spring 2025.

Goal 2 Meaningful Careers:

There are three objectives under Goal 2. Staff updated statements related to activities, output and outcome statements. Performance measures will also be reviewed with Michael Leyva, so they are better aligned with the project.

A new activity to support Project SEARCH is added under Objective 1. The committee will need to determine additional details so that it is a viable project for the Council to fund.

Goal 3 Inclusion with Engagement:

There are three objectives under Goal 3. Staff updated statements related to activities, output and outcome statements. Performance measures are also updated so they are better aligned with the project.

Marcy highlighted three updates: Under Objective 1, the Community Inclusion Index, or Data Hub will soon release data from DDD. Dr. Kurz is finalizing the data review with staff and the layout on the Data Hub. We're also extending this contract through January 31, 2025, for the U.S. Census data to be updated this fall.

Under Objective 3, the community survey will be released in two weeks to understand how the ADDPC is meeting and understanding community needs. In 2025, the analysis

of the data will lead to changes in how the Council provides information and services to the public.

Councils are required to develop an Emerging Objective to discuss how the Council will address a community or statewide emergency that requires collaboration and support for persons with I/DD and support. Objective 4 was added back in June.

Goal 4 Safety:

There are two objectives under Goal 4. Staff updated statements related to activities, output and outcome statements. Performance measures are also updated so they are better aligned with the project.

Marcy stated the following updates:

Under Objective 1: The ACESDV grant will end on September 30, 2024. This is in its third year of funding and conducting training statewide on sexual violence toward the I/DD population. Training materials in English and Spanish will be available on our website.

Also under Objective 1: A new grant solicitation was released for one award to be considered that addresses the findings from Dr. Lynne's Tomasa's report on sexual violence, the lived experiences, and stories by individuals with I/DD that were part of a Council-funded research study, including their families and professionals. The scope of work is designed for the applicant to address a project that will address policy changes to further enhance the systems in charge of protecting persons with I/DD.

Under objective 2, staff is discussing with the Sonoran UCEDD if they can develop a proposal to address trauma informed training, activity 1a; and crisis and behavioral health training under activity 1b. The Council will be provided with a final proposal if it meets both requirements.

Goal 5 System Access & Navigation:

There are two objectives under Goal 5. Staff updated statements related to activities, output and outcome statements. Performance measures are also updated so they are better aligned with the project.

FFY 2025 Budget overview:

Lani did not provide any more updates than what had been previously shared with the Committee. As a reminder, the FFY 2024 funding is what will be used to support the 2025 Annual Work Plan. Any project that is funded has two years to complete the work and the final (third) year of the award is a liquidation period. Funding has been identified to support many of the projects, which includes new and existing renewal contracts.

D. Committee Input on Work Plan Proposal:

The Committee had no additional input or changes to make for the FFY 2025 Work Plan.

E. Schedule Next Meeting / Adjourn:

The next Work Plan Review Committee meeting is scheduled for November 1, 2024, at 9 AM – 10:30 AM.

The meeting adjourned at 10:15 AM.

Dated this 20th day of August 2024
Arizona Developmental Disabilities Planning Council