



WORK PLAN REVIEW COMMITTEE

Friday, November 1, 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 November 1, 2024, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Kathy Levandowsky, Chairperson
Bianca Demara
Melissa Van Hook

Members Absent

Monica Cooper
Meghan Cox
Mary Slaughter

Staff

Guests

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

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 9:07 AM. Roll call was completed.

B. Approval of Minutes – August 2, 2024:

Minutes from August 2, 2024, Work Plan Review Committee were reviewed. No changes were offered. Melissa Van Hook made the motion to accept the minutes, and Bianca Demara seconded the motion. The motion carried.

Kathy asked if she could recruit more Council members to join the Work Plan Committee. Jon agreed and asked that a joint letter from Melissa and herself (Kathy) can be emailed to the full Council.

C. FFY2024 Annual Work Plan – Rapid Review:

Marcy Crane stated that the FFY 2024 Annual Work Plan (AWP) ended on September 30, 2024. Staff is developing the Program Performance Report (PPR) based on the accomplishments of the year. The PPR will be completed by December 30, 2024, and will await word from ACL on what platform they want Councils to submit the report, as the Verity system no longer exists.

Previous Council reports and applications submitted through the Verity system were downloaded by ACL and the ADDPC also has copies. Kathy also asked if the Council needs to approve the PPR prior to submission to ACL. Jon stated no and that he would make the final PPR available for anyone to access.

D. FFY 2025 Annual Work Plan – Rapid Review:

Marcy stated that the 2025 Annual Work Plan was finalized this August and submitted by the 8/15 deadline. ACL reviewed the plan, and no clarification was necessary on any part of the AWP. As a reminder, the FFY 2025 AWP began October 1, 2024, and runs through September 30, 2025. Jon stated ACL also conditionally approved FFY 2026 AWP that was also submitted. It is virtually identical to the FFY 2025 AWP and ACL will allow the Councils to update and resubmit changes in the following year.

Jon added that our program officer discussed the concern with AZ Council membership. Brought up was the length of time it takes to have members (new or renewal) appointed/reappointed and the lack of geographic diversity. A letter was provided to Jon that he has shared with the Governor's Office of Boards and Commissions.

Bianca asked if there are any repercussions because we are out of compliance with membership? Jon said no and there is no reduction to our federal awards. Melissa agreed with Jon, there is no repercussion only that we hear about it, and they ask for a plan on how the Council will address. Jon stated he will continue to keep the Council informed on membership changes.

E. 2027-2031 State Plan Development Process:

Every five years, Councils are required to develop a new five-year State Plan and, as a first step in the process, to collect data referred to as the Comprehensive Review and Analysis (CRA). Data is collected in key areas of emphasis including disability data,

conduct surveys, and receive feedback from individuals with I/DD, families/caregivers, providers and other stakeholders in a focus group setting around Arizona.

Due to the time it takes to conduct a thorough research collection and an analysis report, this first phase will be contracted through NAU/IHD. Jon stated that he and Marcy have met several times with Kelly Roberts and Meghan Donahue, a researcher with IHD, to discuss the components of the CRA and the requirements. A Scope of Work for Phase 1 is currently being finalized with a budget to share with the Executive Committee on November 15. This work will go through September 30, 2025, or, if more time is needed, through December 31, 2025.

After the CRA is complete, IHD will develop a report with the data that is collected and move into Phase 2. This work will include analysis of the CRA data and discussion with the Council on how to develop Goals, Objectives and a two-year Annual Work Plan based on the data and how to prioritize the data and work to be accomplished in the next five years.

There will be another opportunity to receive public feedback for 45 days in the spring of 2026, finalize the two-year annual work plan, and develop the other components of the application that includes an evaluation plan, a logic model, and seeking signed assurances from DES. The full five-year application, including the CRA, is due August 15, 2026.

Jon has kept Melissa informed of this and is recommending an ad-hoc committee to form and provide feedback during the entire two-year process of developing the next five-year plan. Another benefit of having an ad-hoc committee is the members can assist with identifying locations around the state for focus groups/town halls and individuals to invite.

Marcy clarified three points about this process. ACL has not made any changes to the requirements of the five-year application, including what data must be collected for the CRA. Not all the Areas of Emphasis must be collected, for example data from Childcare or Recreation.

Phase 2 Scope of Work and budget will be developed and approved by the Council in January 2025. This work will entail the facilitation part of the CRA and working with the ad-hoc committee to develop the draft Council's Goals and Objectives.

Kathy asked if any current projects could continue in the next five-year plan. Both Jon and Marcy said yes and provided examples of current projects, such as Self-Advocacy, projects addressing how to support individuals with I/DD in the criminal justice system, Supported Decision-Making and some of the activities under the Safety Goal. Melissa stated a lot of good work under the Meaningful Careers goal should also continue.

Kathy asked how many members should be on the ad-hoc committee. Jon stated somewhere between 5-7 members, and he would ask anyone from the Work Plan committee to participate. Kathy wants to ensure that there is diversity on the ad-hoc

committee from around the state and background. Jon agreed and stated that input from the Work Plan committee is very important.

F. Schedule Next Meeting / Adjourn

The next Work Plan Review Committee meeting is scheduled for January 10, 2025, at 9 AM – 10:30 AM.

The meeting adjourned at 10:01 AM.

Dated this 5th day of November 2025
Arizona Developmental Disabilities Planning Council