



MEANINGFUL CAREERS COMMITTEE

January 8, 2025

2:00 P.M. – 3:00 P.M.

Arizona Developmental Disabilities Planning Council
 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

A committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened virtually January 8, 2025. Notice having been duly given. Present were the following members of the Meaningful Careers Committee, guests, and staff.

Committee Members Present

Melissa Van Hook, Virtual Monica Cooper, Telephone Kristen Mackey, Virtual Nathan Pullen, Virtual (ATI - Assistive Technology for Employment &	Independence, Program Director, Non- Voting Member) J.J. Rico, Virtual
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Staff	Committee Members Absent
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Michael Leyva, Contracts/Grants Coord., Virtual Jason Snead, Research & Comm. Spec., Virtual	Erick Jensen
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A. Welcome & Introductions

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Meaningful Careers Committee meeting. The meeting was called to order at 2:07 P.M. Roll call and participant introductions were completed.

B. Review of April 2, 2024, Meeting Minutes

Melissa Van Hook asked members if they reviewed meeting minutes and if there were any corrections or comments.

Motion to approve the minutes was made Monica Cooper; seconded by J.J. Rico. The Motion carried.

C. Leadership Development & Training Proposal/SOW

Michael Leyva details of the Leadership Development and Advocacy Skills for Individuals with Disabilities and Their Families for Systems Change SOW that he drafted for a Sole Source Request from the DES Office of Procurement. He indicated he would like to recommend Allan Bergman, CEO of High Impact Mission-Based Consulting and Training to

develop content, coordinate, facilitate, and conduct the leadership development and advocacy skills training.

Michael shared highlights of the SOW which included:

- Timeframe – March 29, 2025, through September 30, 2025. All sessions conducted on Saturday morning to allow for maximum participation.
- Develop leadership training and skills content for two, all day in-person sessions.
- Develop content for six leadership training webinars and recruit national recognized Subject Matter Experts to present information and skills training.
- List of deliverables – recruit and coordinate payment to Subject Matter Experts (SME), document and provide accounting for SME participation and presentation; secure webinar presentations and materials for distribution; follow up with self-advocates and family members on specific requests for information and assistance; create evaluation/survey forms; meet with ADDPC staff to review survey data, outputs and outcomes, prepare monthly report and other feedback from the previous webinar in order to establish a process of continuous quality improvement for subsequent session; prepare written report; and conduct a virtual presentation of leadership development and training outcome to the Full Council of ADDPC.
- Budget – detailed breakdown of costs, Indirect/Administrative Costs, with in-kind match, for a total of \$29,990.98.

Comments and suggestions from Committee members included:

- Be prepared to provide justification for selecting a sole source as there are many contractors on state contract.
- Be prepared to provide what type of leadership development and training it is. Is it for state staff, or training for families and advocates?
- What work has the vendor conducted for other states? Do you have feedback from participants of previous training sessions?
- Are there letters of support for the vendor's work? If so, from which organizations/states?
- Provide specifics on the deliverables. Identify who is responsible for activities.
- In addition to working with DD Network Partners, consider partnering with Statewide Independent Living Councils.
- Be prepared to how long the DES Office of Procurement process may take. It may take longer. Anywhere from three months to a year and a half.
- Support for the leadership development and advocacy skills training project.

J.J. Rico shared Disability Rights Arizona may contribute to help facilitate the procurement process or to get the work done in a timely manner.

Melissa Van Hook asked for a motion to approve the proposal Leadership Development and Training for Systems Change in Arizona for \$29,990.98. Kristen Mackey made a motion to approve the Leadership Developmental and Training for Systems Change in Arizona; seconded by Monica Cooper. The motion carried. Nathan Pullen a non-voting member abstained.

Kristen Mackey suggested that language be included for Office of Procurement that additional oversight of the proposal/SOW was reviewed and approved the Council's Meaningful Careers Committee.

Please note: These are highlights of the Meaningful Careers Committee Meeting. A detailed transcript of the meeting is available for review on the ADDPC website under the Meetings section.

D. Call to the Public

No members of the Public were present.

E. Adjourn

No members of the Public were present.

F. Adjourn

Chairperson Melissa Van Hook adjourned the Meaningful Careers Committee Meeting at 2:54 P.M.

Dated January 17, 2025
Arizona Developmental Disabilities Planning Council