



**EXECUTIVE COMMITTEE**

Thursday, June 23, 2022

10:00 AM – 11:30 AM

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

**MINUTES**

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened virtually June 23, 2022, notice having been duly given. Present and absent were the following members of the ADDPC.

**Members Present**

Melissa Van Hook, Chairperson  
Monica Cooper

Kelly Roberts  
Mary Slaughter

**Members Absent**

J.J. Rico, Vice Chair  
James Rivera

**Staff**

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

**Guests**

Dr. Julie Armin, Sonoran UCEDD  
McKenna Smith, MSW Student, ASU  
Megan Wiest, MSW Student, ASU

**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 10:08 AM. Roll call and participant introductions were completed. Melissa stated that due to Kelly Roberts having to leave the meeting early, all agenda items that need a vote will be moved up on the agenda.

**B. Minutes from May 13, 2022, Meeting:**

Chairperson Melissa Van Hook asked for a motion to accept the minutes from May's Executive Committee meeting. The motion was made by Mary Slaughter, seconded by Monica Cooper. The motion carried.

**F. Grants Review:**

1. Marcella Crane provided an update on the following contracts that provided a renewal application for second year funding. All contracts will begin July 1, 2022 – June 30, 2023. The following were summarized and voted upon:

***Southwest Institute for Children & Families, Self-Advocacy Support, Requesting \$59,596:***

Purpose of grant and summary of activities during Year 1 contract period covers 5 main areas:

1. SWI was tasked to develop a statewide coalition of self-advocates known as Self-Advocacy Solutions.
2. To develop or use existing advocacy/leadership training.
3. To conduct statewide outreach to form new or strengthen local self-advocacy groups.
4. To provide online training and technical assistance to each of those formed groups.
5. A conference was held back in September for self-advocates to come together and share ideas on leadership and self-determination skills.

To date, SWI was able to accomplish all 5 key tasks. This was partly due to the multiple contract extensions granted to SWI, providing them a 9 month no-cost extension to work toward their goals.

In effect, the contract was to end on September 30, 2021, however ADDPC staff felt it would be necessary to grant them more time, with specific requirements to outreach to other groups, continue to provide TA, and hold monthly calls to ADDPC staff for updates.

Specifically, SWI was able to do the following:

- Set up bimonthly Zoom meetings, referred to as Let's Talk. These Zoom meetings are the primary way SWI provides T/TA to various self-advocates on leadership development, issue or goal planning, bylaws development, best ways to use social media, and membership/coalition building.
- During the contract extension period, SWI was able to recruit Special Olympics AZ to help organize 3 student groups to be self-advocacy coalitions. SWI also was able to work with N. AZ Tribal Disability Coalition.
- A total of 8 self-advocacy groups are meeting and working with SWI and their members form the statewide coalition of self-advocates. The other groups include People First of AZ; Inclusive Empowerment Network; and SELF (all in Phoenix area); and Self-Direction in Nogales.
- These 8 groups comprise of approximately 71 self-advocates participating in the project with 34 self-advocates having participated in some form of leadership development training.
- In addition, as part of the federal requirement, 9 self-advocates are actively participating in a local community board or committee.

Year 2 proposed activities related to the 3 federal mandates are as follows:

1. Support and grow the statewide coalition, known as Self-Advocacy Solutions. They meet the third Friday of every month, via Zoom, to provide training and TA on various topics to the members. They will determine common issues and goals to address in year 2 and how to better support the local coalitions. They also plan on holding a 2-day strategic planning and TA training/conference in Phoenix, where all the members of the 8 advocacy groups can meet.

2. SWI will promote Peer-to-Peer mentoring for self-advocates, as part of their leadership development of self-advocates, using a training developed by Ability 360. Training will be provided to each self-advocacy group to help them establish their own peer-to-peer mentoring program.
3. To encourage self-advocates to be part of their community and practice self-determination, SWI will work with the Sonoran UCEDD to develop and implement a board leadership training program where members will learn Robert Rules of Order, learn the purpose of serving on boards/commissions, roles of officers, and being an active listener. Information on opportunities to serve will be promoted on various websites.

Partners in Year 2 to support SWI include Ability 360, the Sonoran UCEDD, SABE, The Arc of AZ and Teresa Moore.

Lead SWI staff includes George Garcia, Juliana Huerena, and Bill Lucero.

Budget: ADDPC staff will work with SWI to clarify budget costs for Contracted Services (mostly costs for the proposed 2-day conference in Phoenix.).

Other concerns from Year 1 to address in Year 2 if approved: Monitor with quarterly calls with staff; receive more substantive quarterly reports; address barriers early on; and encourage face-to-face T/TA with advocacy groups instead of online meetings.

Monica Cooper made the motion to accept the renewal application from SWI for a second year of funding at \$59,596. The motion was seconded by Mary Slaughter. The motion carried.

***The UA Sonoran UCEDD, Continuing Medical Education, Requesting \$50,000:***

The Sonoran UCEDD was funded to develop an online continuing medical education or CME program for primary care providers on effectively working with individuals with I/DD to promote their decision-making within health care.

They primary population of interest is primary care providers, such as physicians and nurse practitioners, who provide regular preventive care to adults with I/DD. As previously reported in a 2020 ADDPC survey, the data showed that individuals with I/DD identified as a top priority for medical providers to be more educated on the healthcare needs of the disability community and to communicate with them in “a way that I can understand.” This funded project fell under the Council’s Inclusion goal.

Specifically, the Sonoran UCEDD was able to accomplish the following activities:

- A steering committee was established to develop new partnerships, brainstorm on the module concept, and develop the scripts for the videos.
- They were able to collect data from stakeholders and integrate that information and feedback into programming.
- This included developing modules that are culturally responsive.
- Once the scripts were approved and feedback received by the steering committee, the next step was to record the four videos with women who have an I/DD and are affiliated with the Sonoran UCEDD.

- The four video topics are:
  - Understanding current health inequities among people with I/DD and the history of marginalization that led to these inequities.
  - Explaining consent and capacity as it relates to people with I/DD.
  - Applying Supported Decision-Making in the clinical context.
  - Evaluating person-centered and patient-centered approaches to patient care.
- The videos were uploaded to the University's Virtual Lecture Hall; and
- During this last quarter, they will utilize the members collaboration and partnerships to market the plan to professional organizations and others who can benefit from the videos. This includes the use of social media to help spread the message, and on the UA website is a direct link to the videos.

Year 2 proposed activities are related to year 1, but more expansive on topics, and these will be translated into English and Spanish, including interpretation into American and Mexican Sign Language to be inclusive of the deaf communities in AZ. Some of the key activities include:

- Steering committee will provide oversight of the project and approve all content for the videos, dissemination of resources, and evaluating the effectiveness of the videos.
- The Steering committee will include self-advocates, help identify resources about health care self-advocacy and meet quarterly.
- During months 2-9, the primary work will be spent identifying individuals with I/DD to provide video testimonials, recording, and translating the videos into Spanish or English, and finalizing other program content.
- The last quarter of the project will be to finalize all videos, share through multiple ways and in collaboration with partners, and evaluate the effectiveness of these.
- The Steering Committee will work with the Sonoran UCEDD to identify the self-advocates for the project.
- Through UA, they will work with the National Center for Interpretation to have each video captioned in English and Spanish. The Sonoran UCEDD will use in-kind funding for the videos to have American and Mexican Sign Language interpretation.
- The Steering Committee will work with their partners to share the videos and have them uploaded for easy access.
- The video outcomes or main topics include the following (see page 4 or proposal):
  - Describe health care self-advocacy
  - Identify your needs when it comes to health care
  - Value your health and your health care rights
  - Prepare for health care visits
  - Make decisions about health care
  - Make decisions about health care in collaboration with supporters

Partners in Year 2 to support UA include NAU/IHD, SWI, DDD, People First, Diversability, and other specific individuals (Theresa Moore and John Britton).

Lead staff includes Drs. Julie Armin and Tamsen Bassford from UA and Dr. Heather Williamson from NAU.

Budget: \$50,000 is requested and staff found the budget appropriate for costs and directly related to the proposed project. There are no other project concerns with their first -year contract. Mary Slaughter made the motion to accept the renewal application from the UA Sonoran UCEDD for a second year of funding at \$50,000. The motion was seconded by Monica Cooper. The motion carried.

***The Arc of the U.S., Arizona's Sexual Violence & I/DD Response Collaborative, Requesting \$46,633***

The Arc of the United States' National Center on Criminal Justice and Disability (NCCJD) will continue to partner with The Arc of Arizona to strengthen and expand the work of Arizona's Sexual Violence & I/DD Response Collaborative. In the first year of the grant period, the key goals achieved in working in partnership with the Collaborative included creating the strategic plan to guide future work, establishing a new logo, name, and identity, providing training on Access, Equity and Inclusion (AEI), and networking with key partners to increase membership diversity. NCCJD provides technical assistance and subject matter expertise on a broad range of issues that correspond to the overall goals of the Collaborative and work group goals of the new strategic plan.

Support for Year 2 will build on the sustainability of the Collaborative with a focus on securing new members to provide increased diversity in membership. NCCJD will prioritize the critical need for the Collaborative to reach multiply marginalized communities who face daunting challenges in accessing services. Continued outreach will include increased representation from self-advocates, individuals from the Native American community, members of the legal and criminal justice communities, and healthcare professionals.

Objectives for Year 2 that will be addressed include the following:

*Facilitate meetings:* Continue organizing and facilitating the Collaborative's quarterly Collaborative meetings, and Executive Committee's quarterly meetings, and to provide subject matter expertise to the Collaborative as needed.

*Implement the strategic plan:* Work with the Executive Committee to implement the new strategic plan and document accomplishments that are shared at each quarterly Collaborative meeting.

*Outreach & recruitment:* Work with the Executive Committee and all Collaborative members to use the new name, logo, and strategic plan to outreach to key contacts in the state and recruit new members.

*Increase diversity:* Work with survivor self-advocates, and representatives from the Native American community, as well as identify at least one individual from the Black and Hispanic communities, to ensure continual representation of diverse voices throughout all collaborative meetings.

*Co-host event:* Co-host an on-site event to highlight the intersection of sexual violence, disability, and cultural identity with a focus on peer-driven leadership.

ADDPC staff will work with the contractor to have their second-year activities be more focused and tracked for specific data and performance measures. Staff found the budget appropriate for costs and directly related to the proposed project. Kelly Roberts made the motion to accept the renewal application from the National Arc for a second year of funding

at \$46,633. The motion was seconded by Mary Slaughter. The motion carried.

2. Pending Renewals & Approvals. Marcella stated that at the next Executive and Full Council meeting, several applications will be discussed and voted. Those conversations are taking place with each grantee and staff will have information prepared for the Council's consideration.

**G. Contract Signing Authority / Council Executive Director:**

Melissa stated that Jon Meyers has authority to sign all contracts on behalf of the Council. In a recent conversation with our Attorney General, they need an official vote by the Council, in the Minutes, that provides that authority to Jon. A motion was made by Mary Slaughter that, "The Executive Director has authority to sign contracts or agreements on behalf of the Council unless the Chair has directed otherwise." The motion was seconded by Monica Cooper. The motion carried.

**C. Fiscal / Contract Update:  
*ADDPC Financial Update***

There is approximately \$48,799 of the FY 2020 grant remaining to be spent/liquidated. The Administration for Community Living (ACL) has provided a one-time no-cost extension for FY2020 funds. Under this directive, the obligation and project periods have been extended through September 30, 2022. The liquidation of funds and final reports will need to be completed by December 31, 2022.

The ACL and the CDC have offered extensions for FY 2021 funds as well as the Covid-19 Vaccine Hesitancy Funding. Letters requesting these extensions are due July 15, 2022.

The Council has received the full allotment for FY 2021, in the amount of \$1,500,930, and has received a reallocation of FY2021 funds from Puerto Rico in the amount of \$34,412, bringing the Council's total funding for FY 2021 to \$1,535,342. The Council has fully obligated the award amount and has met the current September 2022 obligation deadline, but the work must be completed within the same timeframe. Currently, we have until September 30, 2023, to liquidate FY21 funds, but we are hoping to be granted a no-extension. There is approximately \$596,118 to be liquidated.

The Council has received the remaining allotment for FY 2022 in the amount of \$924,752. This brings the total amount received to \$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 period are through September 30, 2023, with the liquidation of funds through September 30, 2024.

***Council Funded Projects***

The ASU Participatory Budgeting - Year 3 project has been given a 3-month no-cost extension, so it is now running through September 30, 2022.

***ADDPC Covid-19 Award Update***

The Council has received an additional award in the amount of \$84,288 for COVID-19-specific projects. These funds are being tracked and reported separately. The funds must be obligated, and work completed by September 30, 2022. However, the CDC has offered a no-cost extension option that will extend the funding for an additional year.

To date, the Council has spent \$26,217 and has encumbered \$52,343, which leaves an available balance of \$5,728. These funds will be unencumbered in July and can be redistributed to future projects.

***ADDPC Budget Recommendation***

This sheet shows the projects that are in the Council's work plans and the anticipated funding year they will be paid from. The three renewal projects on the agenda to be discussed and voted on are highlighted on this sheet and are budgeted for.

This sheet shows that we anticipate having surplus funds available for new projects with anticipated FY22 and 23 funding. Ideally, FY22 funds will be fully obligated by September 30, 2022, so work can be completed in the second year.

**D. Executive Director Report:  
Council vacancies:**

Jon has been in communication with the Governor's Office of Boards and Commissions to fill the vacancy created by Michael Coen's resignation. The Governor's Office will make a recommendation for another person to fill the designated spot of someone affiliated with the Older Americans Act. This position is held with DES-DAAS. The other position to be filled is a self-advocate position. It was recommended to Jon and staff to reach out to George Garcia with SWI to determine if he can recommend a self-advocate. In mid-July, Jon will also be speaking to those Council members whose term expires September 30, 2022, about their interest in continuing to serve on the Council.

**Programmatic Progress Reports 2020 & 2021:**

Jon stated that we are still waiting for feedback on both PPRs for both fiscal years 2020 and 2021, which were submitted on February 28. It will take time, as there are only two staff conducting the reviews.

**State Plan 2022 – 2026 Federal Feedback:**

As previously stated, ACL provided Councils feedback on the five-year plan that was submitted last year. Staff met to develop a plan to correct the information that ACL requires through the Verity system. The system is now open, and all updated revisions are due by August 15, 2022. To summarize the areas, Jon and staff are addressing the following items:

- Council membership: We will be updating the current list of membership.
- DSA question: Staff was able to locate the original DSA designation of DES through a 1978 Executive Order establishing the Council under Governor Babbitt. The E.O. specifically lists DES as the Designated State Agency.
- Goal Restatements: All of the goals were rewritten to conform to the requirement that they be measurable and timebound. Staff is still reworking the Self-Advocacy goal to meet the specific requirements per the DD Act.
- We will reach out to the Sonoran UCEDD to discuss if the Native Disability Center project the Council is funding can support the Targeted Disparity population.

**FFY 2023 Work Plan Updates:**

Jon stated staff met twice to update the FFY 2022 State Work Plan of the status of all current activities and will be meeting on July 8<sup>th</sup> to update the FFY 2023 Work Plan. The Council will be provided these updates at their next meeting for comment and feedback.

**Creating a Successful Path: Employment and Transition Webinars:**

Jon thanked Michael Leyva for the 6 Employment Webinars that are scheduled. Three webinars have already taken place and Jon thanked Council members who have been speakers. Three more webinars are scheduled and information on registration can be found on the ADDPC website or by contacting Michael Leyva. This is a DD network project and the Council thanks both UCEDDs and ACDL. Post webinar surveys are collected and will be shared with staff and Council members. The next one is July 7 on the topic of Career and Technical Education and Apprenticeship.

**E. Response to AHCCCS Request for Public Input – HCB Heightened Security Settings:**

Jon stated he received an update from AHCCCS who is the recipient of federal funds for Home and Community-Based (HCB) services. Approximately a decade ago, CMS published a final rule for HCB residential settings to comply with certain rights for individuals with disabilities, around self-determination rights. All states must follow the rule by 2023. AHCCCS oversees the final rule is fully implemented by providers and are in the process of receiving feedback from the community. A certain number of providers are listed as Heightened Security Settings and receiving technical assistance by CMS. AHCCCS did not want to share the names of those providers and the Council and disability right groups raised concerns about information being redacted. Jon discussed with Melissa and Erica McFadden at ACL that a letter should be written to CMS expressing the lack of transparency on this issue. However, Jon shared that he received an email from AHCCCS that they are willing to share the names of the providers and to be more transparent. Melissa stated that this is a first good step, and to continue to work with AHCCCS on this matter to ensure that they are transparent and share this information with the full Council.

**H. Announcements:**

Melissa stated that she met with Adero Allison, Assistant Director of Student Accessibility and Inclusive Learning Services (SAILS), Alternative Media in Educational Outreach and Student Services at ASU. She is developing programs to support those with neurodiversities, as well as veterans, returning students, etc. These programs go beyond what the Disability Resource Center typically does on campus. Melissa stated she is excited about the new partnership with ASU.

**I. Call to the Public:**

None made by the public.

**J. Adjourn:**

The meeting adjourned at 11:19 AM.