



FULL COUNCIL MEETING

DRAFT MINUTES

Friday, January 20, 2023

10:00 AM – 12:00 PM

3839 North Third Street, Suite 306

Phoenix, Arizona 85012

Pursuant to A.R.S. § 38-431.01 (G), the Arizona Developmental Disabilities Planning Council and its standing and ad-hoc committees may obtain public comment if it so desires. A formal call to the public will take place at the end of the meeting. Members of the Board may not discuss items that are not specifically identified on the agenda. The meeting was conducted by teleconference.

Council Members Present

Melissa Van Hook, Chair
J.J. Rico, Vice Chair
Monica Cooper
Kin Chung-Counts
Meghan Cox
Vanessa Felix
Erik Jensen
Benjamin Kauffman
Katharine Levandowsky

Kristina Lopez
Janna Murrell
Gabriela Orozco
Wendy Parent-Johnson
James Rivera
Kelly Roberts
Mary Slaughter
Sophie Stern
Mateo TreeTop
Janet Viloria

Council Members Absent

Bianca Demara
Kristen Mackey
Vijette Saari

Council Staff

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

Members of the Public

Kathy Bashor, President, Arizona Peer & Family Coalition
Kristina Sabetta, Sabetta Consulting/Executive Director, Arizona Peer & Family Coalition

A. Call to Order/Welcome and Introductions

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council). The meeting was called to order at 10:03 AM. Introduction of Council members and roll call completed. Jon introduced Sophie Stern, a new Council member serving as a self-advocate.

B. Minutes from November 18, 2022, Meeting

Chairperson Melissa Van Hook reviewed the November 18th minutes and asked the Council members if there were any comments or corrections to be made. As no changes were offered, a motion was called to approve November 18, 2022, minutes. Monica Cooper made the motion, seconded by Kathy Levandowsky. The motion carried.

C. Fiscal / Contract Update

Lani St. Cyr reviewed the ADDPC Financial Update and supporting documents. The following fiscal updates are as follows: The Council was able to fully spend the FY 2020 the grant award of \$1,536,283 by the liquidation deadline of December 31, 2022, afforded through the one-time no cost extension granted by the Administration for Community Living.

The Council has received the full allotment for FY 2021, in the amount of \$1,500,930 and has received a reallocation of FY 2021 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 original September 2022 obligation deadline. However, ACL has granted a one-year no cost extension for FY 2021 funds. This extension makes the new obligation and project period through September 30, 2023, allowing an additional year for the work to be completed. The Council will have until December 31, 2023, to liquidate FY21 funds. There is approximately \$73,265 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. The Council has fully obligated these funds and will need to complete the work by September 30, 2023. There is approximately \$1,051,461 remaining to be liquidated.

The Council has received the first allotment of FY2023 funding in the amount of \$315,762. The amount is currently being estimated at \$1,500,930, which is level funding with the prior two years.

ADDPC Additional Awards Update

Access to Covid-19 Vaccines Funding

- 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. ACL has also granted a one-year no cost extension for using these funds, which the staff submitted a letter requesting. The funds must now be obligated, and work completed by September 30, 2023.
- To date the Council has spent \$37,722 and has encumbered \$45,554 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.

Expanding the Public Health Workforce within the Disability Network

- The Council has 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.
- Currently there is not a project in place for these funds yet, but discussions have been underway.

Council Funded Projects

- This sheet had three anticipated contract extensions that have not been finalized or listed but are as follows:

Sonoran UCEDD-Transition AHEAD Roundtable - Year 3 - 3-month no-cost extension through 6/30/23.

Impact Analytica - Data Hub - 4-month no-cost extension through 6/30/23.

The Arc of the United States - AZ Sexual Violence & Disability Network Facilitation – 3 -month no-cost extension through 9/30/23.

Arizona Developmental Disabilities Planning Council Budget Recommendation:

This sheet now reflects the projects outlined in the FY 2023 Workplan. There may be some adjustments made to this document as we continue to review the workplans and what may be shifted for FY 2024.

D. Executive Director Report

Jon Meyers reported on the following agenda items:

- Council vacancies/renewals/appointments:

Jon stated that he is waiting for communication from Governor Hobbs's administration, the Governor's Office of Boards and Commissions, to ensure the remaining vacancies are filled. We're awaiting official notification to fill the DES/DAAS position and the reappointment of another Council member. Jon is hopeful the Council roster will be completed soon to share.

- Programmatic Progress Reports (PPR) 2022 Update:

Jon stated the FFY 2022 PPR was completed on December 30, 2022, and submitted through the Verity system. Jon thanked staff for their assistance in completing and editing the report. He stated that ACL will provide feedback to the Council sometime in late spring or early summer. Copies are available for anyone to review.

- Covid-19 Vaccine Hesitancy and Public Health Workforce Development special funding updates:

Jon stated that a portion of the Vaccine Hesitancy funds has been used by Michele Thorne and Michelle Jacquez, to undertake a study on parents and caregivers, people with I/DD and the I/DD community on their attitudes towards Covid vaccines and hesitancy concerns. A second attempt to receive responses from the target group yielded over 4,600 responses. The data has been analyzed and a draft report has been submitted to Jon for review. Jon thanked Jason Snead and Steve Freeman for their work to reissue a survey of parents and caregivers related to pediatric vaccine acceptance/hesitancy. Jon stated once he has a chance to review the draft report, he will share the findings with the Council. Based on the survey results the vaccine rate among the I/DD community is higher than the public at large, which is a good thing because the I/DD community is at higher risk of Covid infection. It's a credit to DDD for informing their members of the need to get vaccinated for Covid. There are approximately \$45k in funds left to use those funds are awarded to NAU/IHD for

additional work through a formal contract. NAU/IHD will look at conducting a survey to gather additional input from individuals with disabilities in Northern Arizona, including tribal communities. This work will supplement what NAU/IHD is already doing with their direct funding from the CDC. That information will then lead to a better understanding of what the medical community and its partners can do to address vaccine hesitancy and alternative ways to communicate messages about the importance of vaccines. NAU will have until September 30, 2023, to complete the work.

DD Councils received notification of additional monies for Covid-19 response in the amount of \$95,319 from the American Rescue Plan Act (ARPA) of 2021. These are one-time funding awards and funds must be used by September 30, 2024, to cover wages and benefits for public health professionals (directly or through contract) as well as the costs associated for equipment, training and supplies. The Council will partner with the University of Arizona College of Public Health and the Western Arizona Health Education Center (WAHEC). Currently, a draft scope of work has been developed on addressing the needs of the aging I/DD population, including a budget and soon a contract will be in place. Jon thanked Mary Slaughter for her ideas on the draft scope of work. A contract should be finalized in the coming weeks.

- **FFY 2023 Work Plan Update:**
Jon and staff met to review the first quarter of activities under each goal of the Council's work plan. The document used is updated on a regular basis and is maintained by staff to assess how each project is implemented, and to determine if any projects need further assistance or will be moved to FFY 2024. There is a lot of work being undertaken by staff, both in terms of in-house projects and contracts. Jon stated the staff will meet quarterly to update the work plan and that he is looking for more collaboration with Council members on the work plan. Melissa will provide more information.
- **Legislative/Policy Update – 2023 Session:**
Jon stated Governor Hobbs has made several new agency director appointments, including Carmen Heredia for AHCCCS, Angie Rodgers for DES, and Dr. Theresa Cullen for DHS. Each are transitioning into their new roles and Jon looks forward to working with them. There are also appointments we look forward to seeing in terms of who is the policy advisor for human/social services and the director for Boards and Commissions.

Governor Hobbs has also released her FY 2024 budget. Highlighting below are funds to support Health and Welfare. The full press release can be found at <https://azgovernor.gov/news-releases>.

No new monies are being proposed for the DD system, including increased provider reimbursements through a temporarily increased Federal Medical Assistance Percentage (FMAP), the portion of Medicaid covered by the federal government, and a plan to spend federal ARPA funding. Significant increases are proposed to support Adult Protective Services. Below is what is posted from her press release:

- \$463.5 million and \$115.8 million in federal fund expenditure authority to utilize year three of federal funding given directly to AHCCCS and DES respectively for home and community-based services programs.
- \$257 million for AHCCCS program caseload growth and unwinding of federal Covid-19 policies.

- \$150 million deposit into the Housing Trust Fund to assist families and individuals who are currently or at risk of becoming unhoused.
- \$50 million General Fund set-aside for a refundable child tax credit for low-income families beginning tax year 2023.
- \$20 million to expand the income eligibility cutoff for the KidsCare program from 200 percent of the federal poverty level to 300 percent of the federal poverty level.
- \$16 million to make permanent a TPT exemption for infant diapers.
- \$9.7 million to address an Arizona State Hospital staffing shortfall.
- \$11.5 million to fully fund the adoption subsidy for adoptive parents, backfill federal funding, and implement the Positive Parenting Program.
- \$6.1 million in ongoing funding to augment existing Title X dollars to provide expanded family planning services to low-income women, doubling the current amount provided to women in Arizona.
- \$14.6 million to reduce caseloads for Adult Protective Services.
- \$4.4 million to make permanent federal funds to increase Arizona Early Intervention Program (AzEIP) Provider Rates.
- \$2.5 million to expand the Healthy Families AZ program for voluntary home-visits to families that are at high risk of abuse or neglect, adding capacity for an additional 300 families.
- \$2.7 million for Medicaid enterprise system modernization.
- \$200,000 in ongoing funding for pregnancy services that are inclusive of all options and support personal choice.

Other policy updates stated include:

- AHCCCS – Medicaid redetermination process begins on April 1, 2023. By federal law, AHCCCS did not disenroll anyone from March 2020 until now, but the redetermination process will identify those who are no longer eligible for Medicaid and seek to locate other care options for them. Steve and Jason will create communication resources on what the process is for our consumers to ensure they can stay on AHCCCS coverage. Approximately 600,000 Arizonans could lose their coverage if they are not made aware of this.
- Jon was informed that the Legislature’s House Subcommittee on Abuse and Neglect of Vulnerable Adults was reauthorized by the House Speaker for another two years. This was created after the Hacienda incident. Jon will serve on this ad-hoc committee as a representative of the Council. J.J. Rico is also a member of this ad-hoc committee. There are still several issues to be addressed on how to improve the system. This has been going on for three years, and the task force will, in part, address how group homes are monitored.
- HB 2070 is proposed to address emergency response planning at schools and requires community input when schools develop emergency response planning. A partner bill was also introduced to

address the needs of disability students to be considered when schools develop emergency response planning.

- Behavioral Supported Group homes are licensed by DHS rather than DES. A new category of group homes was established last year, but no funding was authorized for this to happen. A bill this year is introduced to require licensure by DHS and funding to be allocated for this.
- Rep. Longden reintroduced the Supported Decision-Making (SDM) bill for a fourth time. Self-advocates are working to get this bill passed.
- Rep. Longden also re-introduced a bill to get a statewide ADA coordinator funded and we'll monitor if this bill has any movement this session.
- Two bills are introduced to get DES to recognize Spina Bifida and Prader-Willi syndrome as a new developmental disability for families to receive services under DES/DDD. Both bills will expand the definition of developmental disability.
- Voting bills will be monitored as well. Various bills related to this have been introduced and may have an impact as they can affect the disability community's access to the ballot box. We want to make sure these bills do not disadvantage our community.
- Administration on Disabilities Commissioner visit:
Jon stated that a group of 30 or more stakeholders met with Jill Jacobs, the Commissioner for the Administration on Disabilities, on November 30, 2022. The meeting led to great communication being shared about what the Council is doing, the needs in the state, including on tribal lands. Erica McFadden helped set up this meeting, and we have a strong partnership with our federal partners. We appreciate all those that participated in this meeting to share their thoughts.

Kathy Levandowsky asked who the new agency director for Department of Child Safety is; Ben Kauffman stated it is Matthew Stewart.

E. Grantee Project Presentation (presentation is posted on the ADDPC website, under the meeting)

Note: After the meeting, the presenters' PowerPoint presentation was provided to staff and is posted with all the meeting documents found on the ADDPC's website, under today's meeting documents.

Kathy Bashor, Founder and President of Arizona Peer and Family Coalition requested to move her presentation earlier in the agenda to accommodate another appointment. Kristina Sabetta of Sabetta Consulting and Executive Director of APFC, worked with Kathy on a three-year civic leadership-advocacy project that provided dually diagnosed self-advocates and their families/caretakers the chance to learn about the behavioral health system that they interact with and how to participate and speak up about their needs and concerns within the system.

Kristina stated this project is developed with the premise of "nothing about us without us", so self-advocates need to be at the table when decisions are made about their care.

The project includes civic leadership trainings for self-advocates, their families, and professionals.

Over three years, 154 advocates and family members were educated through the training. In the third year of funding, AZ Peer and Family Coalition added a peer mentorship program so that advocates can practice what they have learned. Final data showed 3 different mentors/mentees were matched throughout the program, and it gave them a chance to practice what they learned directly within the behavioral health system that impacts them the most.

Kristina said survey data was collected over the period, at 3 months after participation and then at 6 months after participation. Some of the data shows 100% participants said they would be willing to share their story, 80% would be willing to serve on a committee or task force, 100% were satisfied with the project and felt they could make a difference in navigating their health care needs.

Kathy stated that when she first started to work at the AZ Department of Health Services, there were no peer mentorship programs. So, it is encouraging to see how this project took off and see how self-advocates can advocate for themselves. Kathy is also involved with working on the implementation of the Olmstead Act, with AHCCCS – and how peer mentoring and training can help educate self-advocates and their families to advocate for services and supports under Olmstead. Kathy stated this grant helped open doors and appreciated this opportunity.

Kristina stated that prior to the grant funding in 2019, APFC had one training in place. Now they have four types of civic leadership training and it's offered in Spanish and to the Deaf and Hard of Hearing community. Kathy stated that the Deaf and Hard of Hearing community really needs a lot of support because they are left out of the advocacy training due to financial barriers to hire interpreters, and their culture is not always supportive of inclusive practices. This is just to bring awareness to the Council.

Kristina stated she had several meetings with the Commission on the Deaf and the Hard of Hearing to find alternative ways to engage them, and it was a struggle as noted in the narrative reports to the ADDPC staff.

Kristina also added that the trainings expanded to the Spanish speaking population and that was exciting. She appreciated ADDPC staff and the Council for their support. Kathy stated that the project will continue because they now have the structure in place and the data to show its effectiveness.

Mary Slaughter stated she is excited to hear about the project and the data as well as the need to work in the behavioral/mental health area for our disability community.

Kristina said to let her, and Kathy know of any support they can offer for legislation or any other work the Council addresses. They'd be willing partners going forward.

Melissa stated there is a behavioral health committee and she'll have Jason Snead reach out to both Kathy and Kristina about this committee.

Sophie thanked both for the project.

Marcy thanked both Kristina and Kathy for the 3-year project, especially for all the work they did for such a small amount of grant funds. She also highlighted that the data they provided really spoke to the success of the project and they were one of the few grantees that provided specific data that could be added to the FFY 2022 PPR.

Melissa said Council members posted in the chat box that they liked their project and thanked them. She is looking forward to connecting with them on future initiatives.

F. Group Home Monitoring Pilot Project:

J.J. Rico, Executive Director of the Arizona Center for Disability Law (ACDL), presented the Group Home Piloting Project. Group home monitoring is meant to ensure individuals are free from neglect and abuse, and two bills sponsored by Rep. Longden in the 2023 session address this issue. This monitoring project is a result of last year's passage of HB 2865 for ACDL to monitor group homes whose residents include complex needs (I/DD and a mental health diagnosis). This will be a three-year pilot project and the other piece of this legislation is the investigation of quality-of-care complaints.

Group homes represent the largest home arrangement for persons with I/DD in Arizona. There are approximately 550 group homes in Arizona that serve people who are dually diagnosed. ACDL will monitor each of these homes over the course of the three-year pilot and will receive referrals from DES/DDD to monitor quality of care complaints. ACDL will monitor a minimum of 1/3 of the group homes each year or may do more or revisit a group home if there are multiple concerns. Staff will be trained to review the member's person-centered plan and if their services and needs are being addressed by the caregivers. For example, ACDL will review what the member's care is currently like, based on what their plan says, and conduct interviews with the members and with staff to gain a larger perspective. ACDL monitors will also look at the number of behavior incidents and if they are being addressed in a non-restraining manner or if law enforcement is called to intervene.

Melissa stated that Sophie Stern placed a comment in the box that her father works for the AZ Republic that reports on stories from the AZ legislature. J.J. thanked Sophie for that information.

Melissa wanted to know if J.J. would track the data regarding calls for interventions by law enforcement. J. J. said yes, that will also be tracked because of the awareness that these incidents can escalate and do not always have a good ending. We do need to know if law enforcement is being called too many times or how the behavior is being addressed by group home staff instead of calling the police.

Kathy Levandowsky asked if certain time frames must be followed, and when will the report be issued, and does the state (DES) must implement any recommendations. ACDL will make recommendations, but the legislation does not mandate the state to act on those recommendations. The legislation requires an annual report by ACDL. J.J. stated he would like to know if the state does follow up with recommendations so that future monitoring can verify the corrective action has been implemented and followed by the group homes.

Kin asked how often will the monitoring take place? J.J. stated ACDL will monitor approximately 1/3 of the 550 group homes, per year. If incidents are found, ACDL will go back to the group home to help address the issues.

If families know of any concerns, can they reach out to the ACDL and report? J.J. stated yes. J.J. will monitor all 550 group homes regardless of any concerns or issues. They can also refer their concern to the state.

He noted that between 4,000-5,000 complaint calls are made per year to DES. However, those numbers do not reflect how many are from one member, or how many are for concerns regarding neglect and abuse.

ACDL is in the process of hiring staff for this task, including someone with a medical background. Positions are posted on ACDL's website.

J.J. will keep the Council updated when the final report is available. Per the legislation, it will be issued to the Governor, legislature, and DES. If anyone wants more information, they can call ACDL. They are excited about this opportunity to ensure our members are safe from neglect and abuse.

Monica asked how does this pilot project help self-advocates who are afraid to report? J.J. stated that it's important for self-advocates to know that can report without fear of retaliation. ACDL staff will speak to them specifically when at the group home, look at their environment to ensure it is safe and to let them know they should not be retaliated against if they report.

Kin wanted to know if group homes will be notified of their monitoring visit. J.J. stated they will notify in advance, and they will also show up unannounced. There is nothing in the legislation that says ACDL must notify a group home in advance. J.J. will also conduct monitoring visits at various times of the day and interviewing staff from various shifts.

G. Committee/Roundtable Reports

1. Grants Update:

Marcella Crane stated this spring will be busy with four (4) new grant solicitations to release, several new projects with the state universities, and approximately 2 contractors that will be sending in a renewal application for the Council to consider. As Lani mentioned in her fiscal update, three current contracts will be provided with a no-cost extension. We look forward to presenting new projects by summer for the Council to approve.

2. System Access & Navigation Committee:

Mary Slaughter stated the focus of the committee is to help families have useful and accurate information for their loved ones with I/DD. There are three groups the committee is addressing: 0-5 years old, youth (school-age) and young adult transition, and focus on aging adults or elderhood, as their health declines and their needs start to change. The committee has an intern working to help create a guide that focuses on these age groups and puts guidance into context by asking questions that families may ask, and then leads to resources where families may go. The next step is to present a draft of the guide to a small group of families to see if they find it useful and in what format it will be most helpful. The process of seeking their input is underway. The committee is also looking into seeing how to distribute the guide. It will be posted on the ADDPC website and discussion needs to happen on who will maintain and update the guide on a regular basis. Committee members are working with the community of practice that developed the youth transition guide/resources to coordinate ADDPC's resources with what has already been developed. This is presenting a creative challenge to produce a guide and determine the best way to distribute it.

The elder transition focus is one that Mary is most passionate about because there is not much work in this area. She stated the DD system needs to start to address this area, help identify who these individuals are, where they live (i.e., homes, group homes, living centers), and what are some of their current needs not being addressed. The DD system has not been compelled to address their needs in a wholistic manner from what she can tell. Through the Public Health Workforce Development funding form ACL, the Council will assist in setting up focus groups to gain information and the contract is close to being finalized. Once the committee has the information gathered from this project, Mary will share it and begin to plan how to address this issue.

3. Meaningful Careers Committee:

Melissa Van Hook provided the summary of the committee. In FFY 2023, Meaningful Careers has 11 activities. Work is underway on seven activities, two require additional strategizing, and two activities have been completed.

The Institute for Community Inclusion at the University of Massachusetts Boston is conducting the Vocational Rehabilitation study. This is a one-year project that began October 1, 2022, and runs through September 30, 2023. During the first quarter ICI completed an analysis of Arizona outcomes and examined and analyzed Arizona VR practices and compared them to national best practices. During the second quarter they will be conducting 90 interviews and analyzing the data. The 90 interviews include the following: Youth with I/DD n= 30; Family member of youth n= 30; and other stakeholders, i.e., VR staff, VR contracted provider staff, school staff, etc. n = 30.

The Center for the Future of Arizona (CFA) at ASU will hold a series of convenings that will help build a collaborative to identify gaps in services that impede youth with I/DD from having careers. CFA will take a community-centered approach that will share data to encourage discussion with families, engage leaders across multiple sectors in conversation about the challenges and opportunities for ensuring young people with disabilities have access to postsecondary education and careers and identify areas for action.

The committee recently formed a small, informal advisory group of stakeholders that CFA can consult throughout the project. CFA will meet with the group virtually to share preliminary data, make sense of what is being shared, and get input on key messages, barriers stakeholders have witnessed, and outreach strategies. The first meeting with the advisory group is scheduled for Monday, January 23rd. Melissa is grateful to those who are volunteering their time to serve on the advisory group. Thank you.

Resources materials will be created for individuals and families to help increase participation in Career & Technical Education (CTE) and Apprenticeship programs. This is a continuation of the collaboration that was created with the Department of Education and the Arizona Apprenticeship Office. New resource materials will also be created on how to start your own business to promote self-employment, and 1 – 2-page transition and employment resources will be developed for individuals and families.

Jon Meyers and Karla Phillips-Krivickas met with Senator Steve Kaiser on January 17th and had a very short but very productive meeting. Senator Kaiser is enthusiastic about sponsoring a Senate Concurrent Resolution on Employment First. We will be following up with Senator Kaiser and/or his staff as necessary to move this forward.

Mike and Jason are working with APSE's Policy and Legislative Committee to identify 2-3 advocates who can talk about the importance of employment - either their current employment or their desire to be employed in the future - and who are willing to speak at the capitol. Mike, Jason, and Karla are drafting some talking points to help guide them. Jon stressed, it's very important that self-advocates can tell their own stories from the heart.

As Melissa mentioned earlier, of the 11 activities, 2 are completed, and 7 are currently underway. Two activities require Mike to work with staff and Disability Benefits 101 and the Achieving a Better Life Experience (ABLE) Administrator to produce information guides that address misconceptions about reduction in benefits for working adults with I/DD, and the other requires a meeting with APSE leadership to collaborate and create an employment pilot plan among its members. A Meaningful Careers Committee meeting will be scheduled soon to review the FFY 2023 Work Plan in more detail and to begin planning for FFY 2024.

4. Behavioral Health & I/DD Committee:

Jason stated the behavioral health group was formed about a year and a half ago to address some of the gaps in the behavioral health/crisis response system. In January 2022, ADDPC released a crisis response report identifying these gaps and recommendations to address them. One of the gaps identified was individuals that use communication devices having the device confiscated when interacting with healthcare, behavioral health, or residential facilities which is an ADA violation. The committee notified the Arizona Health Care Cost Containment System (AHCCCS) and the Division of Developmental Disabilities (DDD) of the issue, and they said they had received no complaints. The behavioral health core team created a flyer and Google form so that individuals can tell their stories without any fear of retaliation. The flyer and Google form were translated into Spanish with help from council member Gabriela Orozco. These documents will be distributed soon.

5. Work Plan Collaboration Committee:

Melissa stated that she recently met with Jon and staff to discuss the need for a new standing committee, made up of a small number of Council members, to assist staff in reviewing the current FFY 2023 work plan activities and to develop the work plans for FFY 24 & 25. Work plans are due every August 15 to the Administration on Community Living (ACL). Melissa stated she viewed this oversight of the work plan as an accountability piece for the Council to know how they are developed and implemented on an annual basis. This will also provide input and support to the staff. At this time, any Council members that volunteer on this committee will give a one-year commitment and members will rotate out. It will meet on a frequent basis with staff to provide input on the work plans.

Mary stated it is an excellent idea. She stated it is hard to remember all the work the Council does so this is an excellent idea to help understand the work plan. Melissa agreed and is aware the work is daunting, but not to be afraid to ask questions and staff is good at answering questions. Feedback from Council members is important and all of us can step up to serve.

Marcy stated to keep in mind that when the Council submits the five-year plan, we only submit the first two years of the work plan, so we're now in the middle of FFY 2023. ACL is requiring Councils to develop and submit by August 15th of this year the work plans for FFY 2024 and FFY 2025. Input from this committee is vital as it is the Council's work plan, it is not staff, and to also keep in mind that when a final Program Performance Report (PPR) is done, it is a result of the work plan activities that support the objectives and goals the Council has developed.

Kathy asked when do Council members need to let Jon know if they will participate? Melissa said by February 1, to email Jon or Marcy.

Melissa said staff approached her on this topic. It was important to hear their feedback and she stated that rarely do staff ask anything of the Chair. She thanked the staff for all their hard work and would like to see Council members on this committee. If anyone is interested in joining and to be chair, please let Jon or Marcy know by February 1. Jon will send an email to the whole Council with additional information.

H. Announcements:

Jon stated that due to the difficulty in updating our IT equipment it is still not possible to host Council meetings in person at our office. Currently, we'll continue to conduct these meetings online.

I. Call to the Public:

None.

J. Adjourn:

Chairperson Melissa Van Hook adjourned the meeting at 11:59 AM.

Dated this 25th day of January 2023
Arizona Developmental Disabilities Planning Council