



FULL COUNCIL MEETING
DRAFT MINUTES

Friday, December 9, 2011
9:00 a.m. – 12:00 p.m.

Arizona Department of Administration Building
100 North 15th Avenue, 3rd Floor Conference Room
Phoenix, Arizona 85007

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on December 9, 2011 at the Arizona Department of Administration Building, third floor conference room at 100 North 15th Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

MEMBERS PRESENT IN PERSON

Will Humble, Chair
Karla Phillips, Vice Chair
John Black
Susie Cannata
Leslie Cohen

Monica Cooper
David Copins
Madeline Corzine
William Kirwan

Marv Lamer
Joyce Millard Hoie
Ed Myers
Tom Uno

MEMBERS PRESENT VIA TELEPHONE

John Eckhardt

Rhonda Webb

MEMBERS ABSENT

David Cutty
Tim Martin

Matt McMahon
Charles Ryan

Elmer Saufkie
Rosemarie Strout

GUESTS

Bruce Hernandez, Behavioral Research Center
Tom Pynn, Pynn & Associates
Kathryn Marquoit, The Arizona Ombudsman-Citizens' Aide

STAFF PRESENT

Larry Clausen
Shelly Adams

Marcella Crane
Crystal Nance, Intern

Lani St. Cyr
Kelly Conley, Intern

1. Open Meeting Law Presentation

Prior to the official start of the Council meeting, Kathryn Marquoit with The Arizona Ombudsman-Citizens' Aide reviewed a PowerPoint presentation to council members on the Arizona Open Meeting Law with emphasis on key items that all Arizona Board and Commissions should follow.

2. Call to Order

Chairperson Humble welcomed everyone to the Council meeting. The meeting was called to order at 10:10 am with 15 Council members in attendance achieving quorum and without any conflicts of interest.

3. Welcome

Chairperson Humble welcomed all Council members and the public to the meeting. Chairperson Humble also congratulated newly appointed members Thomas Uno and William Kirwan and reappointed members Tim Martin, Susie Cannata, John Black and Charles Ryan.

4. Approval of Minutes

The September 16, 2011 minutes were reviewed. Leslie Cohen asked if there was a definition of excused and unexcused absences, and suggested that the By-Laws be amended to include.

- A motion was made by John Black to approve the minutes as written.
- The motion was seconded by Monica Cooper with no discussion.
- The motion carried.

5. Positive Behavioral Interventions and Support (PBIS) Study

Representatives from the Behavioral Research Center (BRC) presented a PowerPoint overview of their recently commissioned study completed for the Council. The study was in response to Senate Bill 1197 creating a Task Force to develop best practices as alternatives to the use of restraints and seclusion in public and charter schools. A key recommendation emerging from the Task Force was the use of Positive Behavioral Interventions and Support (PBIS). The study sought to determine the extent of Local Education Agencies (LEA) and charter school adoption of PBIS, obstacles to implementation, and opportunities to expand acceptance of PBIS. BRC reviewed findings of their research and the recommendations resulting from the study.

A 10 Minute Break was Taken by the Council

6. Budget Update

Lani St. Cyr, Fiscal Manager, presented the budget update and noted the following:

- The Council has reverted \$98,974 of FY 2009 funds to the Administration on Developmental Disabilities. These funds were not utilized by the Council by the deadline date.
- The Council has received the first allotment of FY 2012 funds in the amount of \$246,706. Currently the FY 2012 funding is under continuing resolution and is anticipated to be the same as the FY 2011 allocation.
- It was explained that the obligation period for 2010 waived amounts and 2011 funds is through September 30, 2012. An obligation was clarified as being a service, project, or acquisition that the Council has committed to complete or obtain. Obligations become liquidations once the products or services have been paid.
- An explanation of the status of approved grants and projects was provided to Council members.

7. Budgets/Grants Committee

Special Education Finance Primer & Special Education Brief

Susie Cannata, Committee Chairperson presented proposal for Special Education Finance Primer and Quarterly Briefs. The committee voted unanimously to move forward. Larry Clausen presented that the purpose of the finance primer to provide a tool to family members so they would understand how the financial process for special education works, covering a number of areas in a proposal given by Sheila Murphy. The quarterly briefs is a document of specific topic areas to be presented and publicized for people to use as an additional resource pertinent to educational funding via electronic media and printed materials. Karla Phillips noted that primer over the years have been very helpful for organizations for education and finance reform. The ADDPC is the perfect entity for the special education finance portion to be evaluated and considered. Chairperson Humble noted that the entire budget would be \$50,000 for the project.

- A motion was made by Ed Myers to approve Special Education Finance Primer.
- The motion was seconded by John Black with no discussion.
- The motion carried.

8. Administrative/Planning Committee

Revision to ByLaws

Ed Myers, Committee Chairperson, reviewed two agenda items that were previously included on the September 2011 agenda but that were not addressed due to lack of time.

The first item pertained to adding the Native American Disability Law Center (NADLC) as a recognized Protection & Advocacy for the Navajo and Hopi Native American Tribes. This change in the Bylaws does not add the NADLC as a Council member, but recognition of their support efforts to this population. The Administrative Planning Committee recommended the changes and it was brought forward as an action item:

- A motion was made by Susie Cannata to approve revised ByLaws.
- The motion was seconded by John Black with no discussion.
- The motion carried.

Executive Director Report

Mr. Myers also brought forward the Performance Evaluation Summary, completed for Larry Clausen, Executive Director on April 5, 2011. Upon consultation with Mr. Clausen, Chairperson Humble determined that the Evaluation could be discussed outside of Executive Session. Mr. Myers explained that the process of evaluation was undertaken by his Committee, with members completing an evaluation form. The completed evaluations were presented to the Chairperson, who as established by Executive Order, is the assigned manager of the Executive Director. He then completed the final summary which is required by the Developmental Disabilities Act, and which was given to the Council for consideration. During discussion Council members asked that the 2012 Performance Evaluation be expanded to include all Council members. Mr. Myers stated that the Committee will meet in January to discuss the recommendations and develop a process to incorporate all members in the evaluation process.

- A motion was made by Joyce Millard Hoie to approve the April 2011 Performance Evaluation of the Executive Director.
- The motion was seconded by Monica Cooper.
- The motion carried.

9. Employment Video

Larry Clausen explained that since the Employment Video was approved by the Council in September 2011, the approved vendor, the Arizona Department of Health Services, had significant changes in personnel and were unable to participate. As an alternative, the Arizona Department of Corrections which has a video department and a lengthy history in the production of videos, was contacted and has agreed to produce and develop the videos. An Interagency Service Agreement has been completed with the original project award of \$25,000 remaining unchanged. Production activities will begin in January 2012.

10. State of the Art Conference on Post-Secondary Education Update

Karla Phillips reviewed her attendance at the conference in November. She learned many things and felt that it was one of the best conferences she has been to in years. The conference was a convening of the 53 schools that have already received grants. Almost all of these programs were grass-roots level parents that got all of the different programs started. Highlights of the conference came from a presentation by Sharon Lewis, the Commissioner of ADD and she talked about employment and education opportunities. Also in attendance was Sue Swenson, who had some great insights as well.

11. NACDD Building Bridges Conference Update

Monica Cooper reviewed her attendance at the conference in November. The conference was focused on transitioning to college. One session that stood out that covered 'how to speak to your legislator' in plain English.

12. Alliance for Full Participation Conference Update

Due to lack of time, this agenda item will be discussed at the next full Council meeting.

13. Next Meeting Date

Friday, February 17, 2012, 9:00 a.m. – 12:00 p.m., with the location and details forthcoming.

14. Call to the Public

None

15. Adjournment

Chairperson Humble adjourned the meeting at 12:07 p.m.