



GRANTS BUDGET REVIEW COMMITTEE
DRAFT MINUTES

November 1, 2011

9:00 a.m. - 10:00 a.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 204
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on November 1, 2011 at the ADDPC, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Susie Cannata, Chair, Teleconference John Black, John Eckhardt, Teleconference Rhonda Webb, Teleconference

Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager	Greg Devorce Tim Martin
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A. Call to Order:

Susie Cannata welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC) Grants standing committee meeting. Meeting was called to order at 9:03 a.m.

B. Minutes Review

The September 8, 2011 minutes were reviewed.

- Motion by John Black to approve the minutes.
- Motion was seconded by John Eckhardt.
- Motion carried.

The September 15, 2011 minutes were reviewed.

- Motion by John Black to approve the minutes.
- Motion was seconded by Rhonda Webb.
- Motion carried.

C. 2009 Federal Grant Status Review

Lani St. Cyr, Fiscal Manager, provided an overview of the 2009 federal dollars, that expired on September 30, 2011. The total amount that was reverted back to the Administration on Developmental Disabilities (ADD) is \$98,974. The amount that was expended during the three year grant period is \$1,341,550.

Lani provided the committee additional information pertaining to FFY 2010, 2011 and 2012 award dollars. ADD granted the Council a one year waiver for FFY 2010 dollars in the amount of \$9,206. This will allow the Council to obligate and expend these dollars as well as FFY 2011 dollars in the amount of \$1,456,044 by September 30, 2012. FFY 2012 allotment is set at the FFY 2011 levels.

Lani also provided a brief update of the first year grants that the Council awarded funds to, pertaining to what the actual amount of funds that were spent.

D. UA Sonoran UCEDD Project SEARCH Update

Marcella Crane, Contracts Manager, stated that a teleconference with the Project Search Coordinator was held on October 19th to discuss the status of securing a host business in Maricopa County by the deadline date of October 31st. The Project Coordinator stated that two key administrators with Tempe based Medtronic visited Medtronic in Minneapolis that has been involved with Project Search for two years. The meeting is to allow them to learn and understand how to set up the Tempe based company as a Project Search site. At the time of our teleconference, the Sonoran UCEDD did not have any further information on how this meeting went and when they expect Medtronic in Tempe, will agree to be the host site for this project. Council staff will continue to be in contact with the Sonoran UCEDD for additional updates.

In addition, it was mentioned that the formal ISA agreement to continue Project Search Year 2, has not been finalized with the University of Arizona.

Larry Clausen stated that the timely submission of financials and documentation for match with existing University of Arizona contracts has been difficult to obtain by deadlines stipulated in the contracts. Both Lani and Marcy are working with UA to obtain the information so that contracts that ended can be fully closed and all expenses paid in a timely period.

E. RFQ Proposals / Review

Special Education Finance Primer & Special Education Quarterly Briefs: A Request for Quote to qualified vendors on state contract was issued and due by October 28th based on the scope of work for the Special Education Finance Primer. One vendor, Sheila Murphy & Associates, responded and provided a detailed proposal, with work plan and budget for \$49,600 to do both tasks. Dr. Murphy recently completed a report on the Oral Health Care in Adults with Developmental Disabilities, commissioned by the Council. Larry stated that he was very impressed with the final report (soon to be released) and the way she meticulously and thoughtfully researched this subject.

Committee members discussed her proposal and reasons were provided by staff as to why there was only one response to the RFQ. The committee requested no further information from Dr. Murphy and is recommending approval by the full Council.

- Motion by John Black to approve Dr. Murphy's proposal to address Special Education Finance Primer & Special Education Quarterly Briefs.
- Motion was seconded by John Eckhardt.
- Motion carried.

Larry discussed the scope of work for the AZ Integrated Employment Conference. An RFQ was also released to qualified vendors on state contract and due by October 28th; however no proposals were received. Larry stated this project will be postponed until further information is gathered at the Alliance for Full Participation, a conference that Larry and two council members are attending. At the next full Council meeting, information will be shared. No action by the committee is necessary at this time.

F. Employment Video Status

Larry informed the committee that the partnership with AZ Department of Health Services, (DHS) video production team will not move forward as originally planned and approved by the Council. The lead project person at DHS has since left the agency to work with Cox Communications and was interested in a subcontract agreement to work on the Employment Video.

Council member Charles Ryan, stated at the last full Council meeting, that AZ Department of Corrections (ADC) also has video production team and asked Larry to contact his video production department. ADC submitted a draft proposal that is less than the approved amount of \$25,000 and the project director will be speaking to Director Ryan for approval.

The committee made a motion to modify the previous agreement – to cancel the partnership with DHS and to work with ADC, upon Director Ryan's approval. If not approved by ADC, then Council staff will seek a qualified vendor to complete the employment video at a cost not to exceed \$25,000.

- Motion made by John Black to approve an agreement with ADC's video department upon approval of Director Ryan. If not approved, seek a qualified vendor at a cost not exceed \$25,000.
- Motion was seconded by Rhonda Webb.
- Motion carried.

G. Adjourn

- Motion to adjourn was made by John Black.
- Motion was seconded by Rhonda Webb.
- Motion carried; meeting was adjourned at 9:45 a.m.