



EXECUTIVE COMMITTEE
DRAFT MINUTES

September 19, 2012

11:00 A.M. – 12:00 P.M.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 410
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on Wednesday, September 19, 2012, at the ADDPC office, 1740 West Adams, Suite 410, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

| Members Present | |
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| Will Humble, Chairperson Ed Myers, Teleconference Karla Phillips, Teleconference | Tom Uno, Teleconference John Black |
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| Staff/Guests Present | Members Absent |
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| Larry Clausen, ADDPC Marcella Crane, ADDPC Lani St. Cyr, ADDPC Michael Leyva, ADDPC | |
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A. Call to Order

Vice Chairperson Karla Phillips welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 11:05 a.m. Will Humble, chairperson, arrived at 11:16 A.M. and assumed leadership of the meeting.

B. Approval of Meeting Minutes

The minutes from the August 10, 2012 Executive Committee meeting were reviewed.

- A Motion was made to approve the minutes as written was made by John Black.
- The Motion was seconded by Tom Uno.
- The Motion carried.

C. “Project LEAP” – Pilot Parents of Southern Arizona

Tom Uno provided a summary on this project which supports self-advocates in obtaining training and education to empower themselves in becoming more effective. The project pays for costs related to registration and related expenses for participation and is managed by Pilot Parents of Southern Arizona on behalf of the Council. During the first year, Pilot Parents established the infrastructure for managing the grant and awarding qualifying applications seeking training. Requested fund for year two will allow a modest expansion to serve more self-advocates and will also focus on measurable outcomes demonstrating the effectiveness of training participation.

- A Motion was made by Ed Myers to approve second year funding for “Project LEAP” in the amount of \$50,000.
- Karla Phillips seconded the Motion.
- The Motion carried.

D. “Project SPEAK!” – Southwest Institute

Tom Uno spoke to this project which is focused on developing self-advocacy organizations to become more effective in representing their interests. In year one, the project developed curriculum and placed it on the YAKKIT.org site which is designed for easy access by all users. Project staff were involved in extensive outreach in their designated service area, but reported lack of success due to diminished self-advocacy groups functioning in these sites. As an alternative, the Project designated a new geographical area and was successful in establishing multiple partnerships. In year two, a special focus will be placed on underserved areas in Navajo County to develop a new self-advocacy organization while maintaining supports already established.

- A Motion was made by Ed Myers to approve second year funding for Project SPEAK! in the amount of \$82,575.
- The Motion was seconded by John Black.
- Ed Myers recused himself from voting due to a conflict of interest.
- The Motion carried.

E. Government Liaison – Traaen & Associates

As a result of recommendations made at the 2012 Annual Council Retreat, staff researched options for hiring a consultant to represent developmental disability issues at the legislature in a non-lobbying format during the 2013 session. In addition to visiting with legislators and providing them with objective information, the Council is also seeking to familiarize legislators with the Council and its activities to further establish it as a resource. Traaen and Associates was identified through listings of state contractors available to the Council. The company has agreed to a scope of work outlining their activities which also includes close tracking of bills and legislative issues that affect persons with developmental disabilities in Arizona as well as preparing weekly reports for publication. Approval was granted for the Traaen & Associates contract with the requirement that Council staff would

work with the Department of Economic Security in establishing a Request for Grant Application to invite potential bidders from various backgrounds to apply for a broader-based, lengthier contract.

- A Motion was made by John Black to approve \$49,000 in one year funding to Traaen & Associates stipulating that Council staff proceed with establishing a Request for Proposal (RFP) through the Department of Economic Security. Use of the RFP process will allow the Council to select from a broader array of potential vendors able to support its public policy activities.
- The Motion was seconded by Will Humble.
- The Motion carried.

F. Emergency Preparedness Project – Arizona Center for Disability Law

Ed Myers described the Emergency Preparedness Project as a proposal that will focus on preparing persons with developmental disabilities and their caregivers to appropriately respond in emergencies. This highly collaborative effort incorporating the Arizona Center for Disability Law, the Native American Disability Law Center, the Arizona Department of Health Services and the State Wide Independent Living Council seeks to use a “train the trainer” model to reach 100 persons or more with developmental disabilities/caregivers. The geographical area targeted will be northern Arizona during the year-long project. The project has set an objective of making the training process self-sustaining through the use of developed curriculum and trainers.

- A Motion was mad by Tom Uno to approve funding of the Emergency Preparedness Project in the amount of \$56,095.
- Karla Phillips seconded the Motion.
- Ed Myers recused himself from voting due to conflict of interest.
- Motion carried.

G. Conference Sponsorship – Request for Grant Application (RFGA)

Ed Myers explained that earlier in the summer the Council had awarded \$60,000 of the \$100,000 allocated for conference sponsorship. The Request for Grant Application (RFGA) allowed for applicants to submit proposals for workshops, seminars or conferences that were directed toward persons with developmental disabilities and encompassed the 3 Goals currently in the Council 5 Year Plan. All 6 applications submitted were funded at the maximum level of \$10,000 leaving a balance of \$40,000. State procurement rules require that for an RFGA to be posted, a minimum award of \$50,000 must be available. To meet this requirement and encourage competitive bids to exhaust funds allocated for the Sponsorship grants, the Executive Committee was asked to approve an additional \$10,000 to meet the minimum award standard.

- John Black made a Motion to approve supplemental funding of the Conference Sponsorship RFGA in the amount of \$10,000.
- The Motion was seconded by Tom Uno.
- Motion carried.

H. Wellness Education and Prevention Project – Special Olympics Arizona.

Ed Myers provided an overview of the Special Olympics project which having completed year one, is seeking second year funding. The project has undertaken several goals, including educating school staff in rural communities on the *Health Promotions* curriculum designed to teach student with developmental disabilities important aspects of health and wellness. This component of the project resulted in training 24 teachers who in turn reached 250 students. A second component of the project included health screenings conducted at Special Olympics events with referrals of persons with developmental disabilities to follow-up health care providers at reduced or no-cost. The project has met 2012 objectives and will continue to expand its activities in 2013.

- A Motion was made by John Black to approve second year funding for the Wellness Education and Prevention Project in the amount of \$82,142.
- The Motion was seconded by Tom Uno.
- Motion carried.

I. Public Policy Support & Consultation – Morrison Institute & NASDDDS

Two individual proposals were presented together to expand the public policy activities of the Council. The Morrison Institute (ASU) proposed to continue service in year two by creating reports and studies specific to Arizona developmental disability public policy issues, while expanding into a new area. This included holding public forums in 4 locations to obtain information from consumers residing in underserved/unserved areas of the state. Information and data gleaned from forums will be used to update the ADDPC Comprehensive Review Assessments necessary as the Council seeks to stay current on unmet needs. The Morrison Institute will follow through on Forum findings by holding 3 focus groups across the state to further substantiate data collected. The National Association of State Directors of Developmental Disabilities Services (NASDDDS) also submitted a proposal to provide public policy support on a national level. Due to NASDDDS being a membership organization comprised of state developmental disabilities agencies, they have unique access to information provided by members on issues impacting persons with developmental disabilities. NASDDDS conducts research and analysis of these issues and proposed to do so on behalf of the Council. Both Morrison Institute and NASDDDS developed their individual scopes of work stressing interfacing with each other in the sharing of information and development of products for the Council.

- A Motion was made by John Black to fund the Morrison Institute in the total amount of \$108,000 and NASDDDS in the amount of \$45,000.
- The Motion was seconded by Tom Uno.
- Motion carried.

J. Call to the Public No public representatives were present.

K. Adjourn

- A Motion was made by Tom Uno to adjourn.
- The Motion was seconded by Ed Myers.
- Motion carried and the meeting was ended at 12:05 P.M.