



**INTEGRATED EMPLOYMENT STANDING COMMITTEE**

**DRAFT MINUTES**

**Thursday, May 8, 2014**

**1:00 p.m. – 1:45 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 May 8, 2014 at the ADDPC, 1740 West Adams, Suite 410, Phoenix, Arizona 85007. Notice having been duly given. Present were the following members of the Integrated Employment Standing Committee.

<b>Members Present</b>
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John Black, Chairperson, In-person  
Dave Cutty, Phone  
Traci Gruenberger, Phone  
Charles Ryan, Phone  
Melissa Van Hook, Phone

<b>Guests/Staff Present</b>	
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Debra Pryor, Partners in Brainstorms, Phone  
Marcella Crane, Contracts Manager, Phone  
Lani St. Cyr, Fiscal Manager  
Michael Leyva, Contract/Grants Coordinator

**A. Call to Order**

John Black welcomed everyone to the ADDPC Integrated Employment Standing Committee Meeting. Meeting was called to order at 1:05 p.m.

**B. Review of Integrated Employment Standing Committee Meeting Minutes**

The Minutes from the October 30, 2013 Committee Meeting were reviewed.

- A Motion was made by Dave Cutty to approve the October 30, 2013 Integrated Employment Standing Committee Meeting minutes.
- The Motion was seconded by Melissa Van Hook.
- The Motion carried.

### **C. Improving Self-Employment Outcomes for Individuals with Developmental Disabilities Proposal**

Michael Leyva provided information on the Proposal submitted by Partners in Brainstorm (PIB) to help improve self-employment outcomes. The Council wishes to examine entrepreneurship and self-employment as a viable strategy for increasing opportunities for individuals with developmental disabilities to participate in the labor force. PIB proposed a two-year period approach which included seven phases, with key deliverables including reports and summaries provided at the conclusion of each of the phases.

John Black recommended the Committee only consider Year 1 of the PIB Proposal which included Phases 1, 2, and 3 in the amount of \$48,985.

Phase 1: Work Plan

Phase 2: Identification of Best Practices for Self-Employment Programs for Individuals with DD across the United States

Phase 3: Identification and Analysis of Self-Employment Services in Arizona

Dave Cutty identified programs which have been created to provide technical assistance to businesses on business plans and project concepts, as well as services and assistance for expansion and start-up loans. Programs mentioned included: Small Business Development Centers (SBDC); Community Development Financial Institution (CDFI); Neighborhood Economic Development Corporation (NEDCO); and the Community Reinvestment Act (CRA). Interest expressed was to review existing programs and their viability to assist individuals with developmental disabilities and to include them in the assessment.

John Black requested PIB communicate with Committee Members and to use them as a valuable resource because of their knowledge and experience working with Arizona based services and programs.

Traci Gruenberger requested PIB identify sources and programs in existence, and partner with organizations to maximize collaboration to avoid duplication and/or creation of programs.

Melissa Van Hook expressed support for the Proposal as it helps the Council move forward with the Goal of Self-Employment for individuals with developmental disabilities.

- A Motion to approve Year 1 that includes Phases 1, 2, and 3 of the Partners in Brainstorms Proposal in the amount of \$48,985 was made by Dave Cutty.
- The Motion was seconded by Traci Gruenberger.
- The Motion carried unanimously.
- Standing Committee will forward recommendation to Executive Committee.

#### **D. Employment First Community Forums**

Michael Leyva provided an update on the Employment First Initiative.

- An Employment First Core Team has been created and is meeting on a monthly basis to help guide and facilitate the strategic planning process. The Core Team has 13 members and represents a broad consortium;
- The Core Team presented a Webinar April 30, 2014 to 73 participants with the goal of engaging and recruiting stakeholders to support Employment First throughout the state;
- During the Webinar information was shared regarding a series of Regional Forums which are designed to provide information about Employment First and provide an opportunity to hear from individuals, families, advocates, providers and stakeholders to help us gather information to develop a strategic plan that can contribute to greater employment opportunities;
- Regional Forums are scheduled for summer 2014 and will be held in six regional communities;
- The communities are: Flagstaff, Lake Havasu City, Phoenix, Sierra Vista, Tucson and Yuma.

The Council received a proposal from Meetings & Concierges Source, L.L.C. which is a vendor on State Contract, to assist with securing locations for the individual forums, arranging for meeting room rental, audio visual rental, assisting with securing a company to provide transcription services to document individual forums, and to provide general meeting planning assistance. Estimated hours for meeting planning assistance are 32 at \$75 per hour for an estimated total of \$2,400.

In addition, the Council requested funding for room/venue rental, AV (screen & microphone), and refreshments for each Regional Forum, approximate total for each location is estimated to be \$1,000, estimated total is \$6,000.

The Council requested \$8,400 to conduct and present six Regional Forums.

Discussion centered on Council staff attendance and representation, and how Regional Forums will be marketed to consumers and stakeholders to increase awareness, attendance and participation. Staff confirmed two Council representatives will participate and coordinate Regional Forums in partnership with Employment First Core Team representatives. An Employment First Communications Plan is in development to coordinate and promote the Regional Forums, provide Employment First Program updates, and share information on the Employment First Strategic Planning process. The Communications Plan will also include talking points, announcements and flyers regarding specific Regional Forum locations, dates, times, etc. Individual Employment First Core Group members will be encouraged to distribute information through their networks and constituencies to extend, expand and share information.

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- A Motion to approve expenditure up to \$8,400 to conduct six Regional Forums was made by Melissa Van Hook.
- The Motion was seconded by Dave Cutty.
- The Motion carried unanimously.
- Standing Committee will forward recommendation to Executive Committee.

**E. Call to the Public**

John Black requested a Call to the Public. No public members were present.

**F. Adjourn**

John Black called for a motion to adjourn the Meeting.

- A Motion was made by Traci Gruenberger to adjourn the meeting.
- The Motion was seconded by Dave Cutty.
- The Motion carried and the Meeting was adjourned at 1:31 p.m.