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**EXECUTIVE COMMITTEE
DRAFT MINUTES**

June 26, 2013

1:30 P.M. – 3:00 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 June 26, 2013, 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	
Will Humble, Chairperson	Ed Myers
John Black, Vice-Chairperson, Phone	Monica Cooper, Phone
Ray Morris	Melissa Van Hook
Tom Uno, Phone	

Staff/Guests Present	Members Absent
Larry Clausen, ADDPC	Lani St. Cyr, ADDPC
Marcella Crane, ADDPC	Michael Leyva, ADDPC
Steve Freeman, Tucson – Public - Phone	

A. Call to Order

Chairperson Will Humble welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 1:30 P.M.

B. Approval of Meeting Minutes

The minutes from the April 5, 2013 Executive Committee meeting were reviewed.

- A motion was made by Will Humble to approve the April 5, 2013 Executive Committee Meeting minutes.
- The motion was seconded by John Black.
- Monica Cooper abstained due to not having read the minutes.
- The motion carried.

C. Request for Grant Applications - Conference Sponsorships

Ed Myers, Chairperson of the Empowerment Through Information Standing Committee (ETISC), asked Marcy Crane to present the detail on the Request for Grant Applications process carried out by the evaluation committee and subsequent recommendations approved by the ETISC. Six grantees were recommended by the ETISC for funding including (1) **The Alzheimer's Association Desert Southwest Chapter** in the amount of \$10,000 for a series of 8 half-day workshops to be held in Phoenix, Tucson & Prescott to address aging and dementia issues for aging persons with development disabilities; (2) **Southwest Institute for Families and Children** in the amount of \$10,000 to hold a one-day event in Phoenix to provide interactive education and training to persons with developmental disabilities by engaging them in the arts; (3) **Arizona Foundation for Blind Children** in holding a one-day conference for blind or visually impaired persons and their families addressing topics such as eye conditions, nutritional needs, disability law and advocacy and information on special education; (4) **Spina Bifida Association of Arizona** in the amount of \$10,000 to conduct a one-day conference on topics pertaining to self-care, transportation, personal needs and self-development; (5) **Autism Society of Greater Tucson** in the amount of \$10,000 for a one-day conference to be held in Tucson addressing special education issues; (6) **Arizona Hands & Voices** in the amount of \$9,131 to hold an Expo event showcasing best practices in deaf education, child literacy, special education and technology.

- A motion was made by Ed Myers to approve the awarding of funding to six grantees in the amount of \$52,295.
- Monica Cooper seconded the Motion.
- The motion carried.

D. Tatro Consulting

Ed Myers provided information on a new proposed direct contract with Tatro Consulting to replace the previous statewide contract that has expired. As required by State Procurement Rules, direct contracts must have a minimum base of \$50,000 per year, even though in previous use of this firm, annual costs were much less than what is being proposed. Due to its long-term involvement with the ADDPC, Tatro Consulting has acquired specific knowledge and skills that will be of use in continuing work in providing technical assistance, planning, and facilitation of activities related to the management and development of the ADDPC State Plan. The ETISC recommended that the Council approve a 3 year contract at a maximum expenditure of \$50,000 per each year for a total of \$150,000 for the life of the contract.

- The motion and action on this item is reflected in a group motion found after item I.

E. Picture of Life - Grant Renewal

Ed Myers brought forward a recommendation by the ETISC to renew the existing grant for the Picture of Life project. The project focuses on preparing youth with developmental disabilities to exit foster care successfully when they reach the age of 18. Activities target

persons who will not qualify for support from ALTCS and who may not have existing community support systems to rely upon. Both facilitators and youth are trained in the use of Person Centered Planning, which is the primary method of developing supports to facilitate access to housing, transportation, employment and other key resources when departing foster care. Second year funding will be used to recruit and train additional facilitators and identify additional youth with developmental disabilities to participate in the program utilizing partnerships with the Division of Developmental Disabilities, Child Protective Services, the Sonoran University Center for Excellence in Developmental Disabilities and other stakeholders. Recommended funding by the ETISC was in the amount of \$47,045.

- The motion and action on this item is reflected in a group motion found after Item I.

F. Native American Disability Law Center – Grant Renewal

The Native American Disability Law Center (NADLC) has submitted a request to obtain a final renewal of its existing grant in the amount of \$50,813 to work with tribal entities in northern Arizona. Building on previous work accomplished over the last 3 years, NADCL will continue to engage with tribes to strengthen self-advocacy, access to key services such as public housing, and as a new activity, begin working with the Hopi Tribe to develop an Adult Protection Act to reduce and eliminate abuse, neglect, and exploitation of Hopi Tribal members with developmental disabilities. The ETISC recommended funding as requested.

- The motion and action on this item is reflected in a group motion found after item I.

G. PBIS Project, Institute for Human Development - Grant Renewal

Ed Myers explained the key components of year two funding for this project which is requested in the amount of \$167,869. As a multi-year project, the endeavor has in its first year assembled an advisory committee comprised of representatives from the Arizona Department of Education (ADE), multiple Local Education Agencies (LEA) and other key stakeholders. The group has worked to support the development of an active website, curriculum and approaches to prepare the project to move into year two. The second year of activities will involve the recruitment of LEA's to implement PBIS and establish the key tenets of the program. In discussion of the project, Executive Committee members suggested that both parents and representatives from post-secondary educational institutions be invited to participate on the PBIS advisory committee. The ETISC recommended funding of the PBIS project as requested.

- A motion was made by John Black to approve second year funding for the PBIS Project in the amount of \$167,869.
- The motion was seconded by Will Humble.
- Tom Uno and Ed Myers abstained from the vote.
- The motion carried.

H. Wellness Education & Prevention, Special Olympics Arizona – Grant Renewal

The “Healthy Athletes” program submitted a renewal request for funding in the amount of \$82,142 for year three of their program. The project interacts with Special Olympics athletes to promote positive health outcomes utilizing three approaches: (1) Health screenings at scheduled Special Olympics events with written referrals and post-screening follow-up; (2) Provision of health and nutrition education to key school and coaching personnel so that they in turn can effectively educate; (3) Measurement of outcomes among participants (Special Olympics athletes) to determine if reduced BMI’s and weight loss occur as a result of increased education. The project will continue to target rural and underserved communities in their project and will seek to surpass the 900 youth reached during the current contract. The ETISC recommended funding at the amount requested.

- The motion and action on this item is reflected in group motion found after item I.

I. Graphic Design/Printing – Authorization of Purchase Order with State Contractor

The Council continues to utilize an outside contractor to assist in the design and development of graphic products (policy briefs, manuals, and annual reports, newsletters) to ensure consistency with branding requirements. The ETISC has reviewed the request for \$30,000 to use a graphic design/printing state contractor and recommended funding.

- A motion was made by Ed Myers to approve five item areas as listed on the agenda simultaneously. These included item D for \$150,000; item E for \$47,045; item F for \$50,813, item H for \$82,142; and item I for \$30,000. The grand total for approval in the motion was \$359,187.
- The motion was seconded by Tom Uno.
- The motion carried.

J. Project LEAP, Pilot Parents of Southern Arizona – Grant Renewal

Tom Uno, Chairperson of the Self-Advocacy Standing Committee (SASC), explained that Project LEAP represents the ADDPC response to consumers seeking financial assistance to participate in education that develops capacity to become more effective self-advocates. The program administered by Pilot Parents of Southern Arizona, served 37 clients in the previous contract year, with participants involved from across the state. The program is noted for translating materials into Spanish to facilitate greater access and for the outcome measures (surveys) that are required of each participant to evaluate specific actions and behaviors resulting from training. The SASC recommended funding in the amount of \$50,000.

- The motion and action on this item is reflected in a group motion found after item L.

K. Partners in Policymaking, Pilot Parents of Southern Arizona – Grant Renewal

Partners in Policymaking (PIP) is recognized nationally as an effective, evidence-based model of self-advocacy education that provides comprehensive information to students across a

6-month period. The 2013 cadre of PIP graduates consisted of parents involved in advocacy for their children who reported that the program was successful in raising their level of willingness to take action. The budget request of \$100,000 incorporates a number of initiatives that will strengthen the program, especially as it strives for greater accountability in measuring outcomes. For example, in the new proposal PIP will be establishing a working relationship with Institute on Disability, University of New Hampshire, to identify and acquire necessary tools to increase performance. The renewal request also allows the inclusion of additional staff support to carry out the key activities of PIP. The SASC recommended funding as requested.

- The motion and action of this is item is reflected in a group motion found after item L.

L. Project SPEAK, Southwest Institute for Families & Children – Grant Renewal

Tom Uno described the Project SPEAK activities over the previous year which focused on identifying and assisting with development of 5 self-advocacy organizations located in Pima and Maricopa Counties. The project utilized specialized curriculum in training and also developed ongoing partnerships to implement strategies. While similar efforts will be expanded as a part of the new grant, special attention will be paid to developing a new tribal based self-advocacy group located in northern Arizona. This group, already in the forming stages, will be supported by potential partnerships with an Independent Living Center and other organizations located in the area. The SASC recommended funding in the amount of \$82,468.

- A motion was made by a Monica Cooper to approve 3 item areas as listed on the agenda simultaneously. These include item J in the amount of \$50,000; item K for \$100,000; and item L in the amount of \$82,568. The grand total for this motion was \$232,568.
- The motion was seconded by Ed Myers.
- The motion carried.

M. Call to the Public

Steve Freeman, President of the Southern Arizona Network for Down Syndrome (SANDS) stated that he'd learned of the Executive Committee meeting by looking at the ADDPC website. He stated that he found the website to be useful.

N. Adjourn

Chairperson Humble called for a motion to adjourn.

- A motion was made by Ed Myers to adjourn the meeting
- Mellissa Van Hook seconded.
- The motion carried and the meeting was adjourned at 2:53 P.M.