



**EXECUTIVE COMMITTEE**

**DRAFT MINUTES**

November 27, 2013

9:00 A.M. – 10:00 A.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 November 27, 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.

<b>Members Present</b>	
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Will Humble, Chairperson John Black, Vice-Chairperson Ray Morris	Tom Uno, Phone Monica Cooper, Phone Melissa Van Hook, Phone
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<b>Staff/Guests</b>	<b>Members Absent</b>
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Marcella Crane, ADDPC Lani St. Cyr, ADDPC Michael Leyva, ADDPC Marv Lamer, Council Member Angela Denning, ADE – ESS Karla Phillips – ADE Dara Johnson, AHCCCS David Daugherty, Morrison Institute Erica McFadden, Morrison Institute	Ed Myers
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**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 9:00 A.M.

**B. Approval of Meeting Minutes**

The minutes from the August 13, 2013 Executive Committee meeting were reviewed.

- A motion was made by John Black to approve the August 13, 2013 Executive Committee Meeting Minutes.
- The motion was seconded by Tom Uno.
- The motion carried.

**C. Approval of National Association of State Directors of DD Services (NASDDDS)**

Lani St. Cyr provided an overview the Council's involvement with NASDDDS over the last year and outcomes resulting from the relationship. NASDDDS works in partnership with the Morrison Institute for Public Policy and the Council Government Affairs Liaison in addressing public policy issues affecting persons with developmental disabilities and their families in the state. Over the last year NASDDDS has worked on several projects, the most recent, a report on Employment First as a national initiative. The report is being used now as Arizona explores Employment First as a state initiative. NASDDDS also has become involved in linking the Council to national resources to evaluate how other states have addressed the reduction of Medicaid support for oral health services. The organization has worked in the development of an upcoming report on minimum wage, contributing data for a shared living analysis, and information pertaining to self-advocacy for local research done in Arizona. In 2014, NASDDDS will be working in three new areas, including family supports, strategies for supporting persons with co-occurring ID/DD & Mental Health issues and development of supports for adults with autism spectrum disorder. Lani advised that the nature of the current contract allowed for a maximum of \$49,000 to be allocated and also noted that a portion of the previously awarded dollars to NASDDDS had been unspent. Discussion occurred among members with a question regarding the need to supplement the existing funds. Larry Clausen explained that the requested \$4,000 was to create a budget of less than \$40,000 and that if not all dollars were expended, they would be returned to the Council.

- A motion was made by John Black to approve funding of \$4,000 to obtain public policy supports and services from NASDDDS.
- The motion was seconded by Ray Morris.
- The motion carried.

**D. Approval of Membership in the National Association of Councils on DD (NACDD)**

Lani St. Cyr provided information on the Council's membership in NACDD and explained that the organization exists as a non-profit bridge to the Administration on Intellectual and Developmental Disabilities (AIDD) in sharing important information, providing essential training, linking national public policy-makers to Councils and other key functions. Larry Clausen noted that every state and U.S. territory with the exception of Pennsylvania are members. Larry also advised the Council that dues had decreased over the last year due to the federal sequester that reduced funding to Councils in 2013.

- A motion was made by Tom Uno to approve payment of membership in the NACDD in the amount of \$13,826

- The motion was seconded by Melissa Van Hook.
- The motion carried.

**E. Approval of Funding the Morrison Institute for Public Policy (MI)**

John Black shared information regarding the activities of the MI over the contract period, which included partnering with the National Association of Association on Councils on Developmental Disabilities (NASDDDS) and the Council's Government Affairs Liaison to gather data used to create & produce several key reports including topics of housing, transportation, employment and income/poverty. Most importantly, MI held a number of focus groups and public meeting across the state to assess current needs among adults with developmental disabilities, their families and professionals. The data gathered has been developed into a soon to be released publication entitled a "Day in our Shoes" and will be used to supplement the Council's Comprehensive Review and Assessment. In the coming year the MI will continue its partnerships to research a variety of topics and will embark on a new series of focus groups and public meetings involving school age youth and their parents/family members. The encounters will obtain information on what youth and their families hope for in the future as they plan for post-secondary education and employment. Serving as a foundation for the work, MI will conduct research of existing data and literature to ensure appropriate design of the project.

- A motion was made by Melissa Van Hook that the MI revise their proposed timeline to begin school-based activities several months in advance of the end of the school year to elicit maximum involvement of students. The motion also requires that the Morrison Institute attend each quarterly full Council meeting to provide updates. The amount for funding included in the motion was \$142,500.
- The motion was seconded by Tom Uno.
- Ray Morris abstained from the vote.
- The motion carried.

**F. Approval of 18 Month Extension: Work Incentive Information Network (WIIN)**

John Black reported on the WIIN project which continues to build an infrastructure designed for outreach to and service of persons with developmental disabilities seeking resources and supports to obtain employment while understanding the impact of work on public benefits. During the last year the project has added network members, refined its strategic plan and implemented use of the digital hub which uses as its core, the AZ DB101 website. A request has been made to extend the project for a final 18 months assuring that at the end of the project, WIIN will be self-sustainable. To achieve this goal, the project will pursue several outcomes including implementation of a fee-for-service model identifying and securing diverse funding streams; creation of expanded outreach and training resources/tools for the different levels of the project; solicitation of non-traditional partners to become members of the network to identify trainer outlets; development/implementation of competency evaluations for trainers; conducting state-wide train the trainer sessions; and providing technical assistance to network members and partners in operationalizing the collection of outcome data.

- Will Humble made a motion to provide funding in the amount of \$163,256 for an 18 month extension on the WIIN Project.
- The motion was seconded by Monica Cooper.
- The motion carried.

#### **G. Approval of Funding for Hopi Grant Writing Workshop – December 2013**

Michael Leyva outlined a proposal to fund a grant writing workshop to be held in Keams Canyon, Arizona for Hopi Tribal members. The training is an outgrowth of previous grant-writing training designed by the Council to prepare individuals and organizations by increasing skills necessary to apply for grants funded by the Council.

- Tom Uno made a motion to approve funding for the Grant Writing Workshop to be held at the Hopi Center in Keams Canyon in the amount of \$4,999.
- Ray Morris seconded the motion.
- The motion carried.

#### **H. Approval of Department of Education Special Education Quarterly Briefs**

Lani St. Cyr shared information on the Quarterly Briefs proposal to establish a partnership with the Arizona Department of Education (ADE) and the Council. The partnership will be managed by an Interagency Service Agreement for a duration of one year during which action to ensure sustainability would be undertaken by ADE. The project design incorporates the development of 4, two page briefs (larger if topic content mandates) written and published by ADE staff. The topic areas will address special education issues and would be identified and agreed to by the Council and ADE. The primary audience is intended to be consumers (parents), members of the public and public policy makers. Emphasis will be placed on use of Plain Language and with both electronic and hard copy editions being available in English and Spanish. A Council member raised the question of distribution and asked if ADE could access e-mail addresses managed by school districts to increase circulation. This is a possibility, although sharing such information is an individual choice of each district. Discussion was also held regarding the complexity of special education topic content and the need to reduce it to an easily understandable format. Several suggestions for topics were made by parent members of the Committee, including guardianship, transition planning and summer programs. It was noted that the interests of parents/consumers would be different from those of public policy makers. Several questions were raised by Committee members regarding the high cost of the project. It was noted that the price per quarter was high – ADE responded by stating that the best personnel available will be used in the project to ensure a quality product. A Committee member suggested that to mitigate the proposed costs, more frequent publication could be considered, to include monthly or bi-monthly publication. Questions were also raised about sustainability. It was finally determined that while the basic concept of the quarterly briefing was sound, additional details needed to be added to address questions raised. It was suggested that members of the Empowerment through Information Standing Committee work with ADE in refining the proposal so that it could be brought back to the Executive Committee for another review.

- A motion was made by John Black to table action on the proposal until further discussion could be held with ADE to implement recommended changes.
- The motion was seconded by Ray Morris.
- The motion carried.

#### **I. Approval of Internship Funding – 2014**

Larry Clausen updated the Executive Committee on the Council intern program which over the last 3 years has hosted 8 interns. In 2012 the Council approved payment of interns through use of a temporary employment agency operating under state contract. Interns work an average of 15-20 hours per week with 1-2 interns working at a given time. Beginning in January, a new intern who is a student at ASU will begin a full-time (40 hour week) internship for a full semester. This intern will be focusing on the Employment First initiative as well as the new Self-Advocacy Request for Grant Application. To accommodate the additional hours, the annual amount of requested funds was increased slightly to a revised amount of \$16,500.

- A motion was made by John Black to approve funding of the 2014 internship program in the amount of \$16,500.
- The motion was seconded by Will Humble.
- The motion carried.

#### **J. Call to the Public**

Two members of the public offered comments on the Executive Committee actions:

- Karla Phillips stated that she appreciated the revisions made to the MI proposal but didn't feel that their proposal engaged post-secondary stakeholders sufficiently.
- Marv Lamer stated his puzzlement regarding the degree of scrutiny paid to the ADE Quarterly Briefs proposal.

#### **K. Adjournment**

- A motion was made by John Black to adjourn the meeting at 10:10 A.M.
- The motion was seconded by Will Humble.
- Motion carried and the meeting was adjourned.