



SUPPORTING EMPLOYMENT FIRST AD HOC COMMITTEE

Meeting Minutes

Friday, August 23, 2019

10:00 a.m. – 11:30 a.m.

Arizona Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

An ad hoc committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened August 23, 2019 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present were the following members of the Supporting Employment First Ad Hoc Committee, guests, and staff.

Members Present

Melissa Van Hook, Chair, In-person
Monica Cooper, telephone
John Eckhardt, telephone
George Garcia telephone
Scott Lindbloom telephone
Kristen Mackey, telephone
Jason Snead, telephone

Guests/Staff

Michele Stokes, BEST Grant Manager
City of Tempe
Marcella Crane, Grants Manager
Michael Leyva, Contracts/Grants Coordinator
Lani St. Cyr, Fiscal Manager

Committee Members Absent

Traci Gruenberger

A. Welcome & Introductions

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Supporting Employment First Ad Hoc Committee meeting. The meeting was called to order at approximately 10:01 a.m. Roll call and participant introductions were completed. An announcement was made that agenda items may be discussed in different order to accommodate presenter schedules and to also maintain quorum for vote on action items. The meeting minutes reflect the order of items as they appeared on the agenda.

B. Review of April 29, 2019 Committee Meeting Minutes

The Minutes from the April 29, 2019 Supporting Employment First Ad Hoc Committee meeting were reviewed. Corrections to the Minutes were requested. A motion was made to approve the corrected April 29, 2019 Meeting Minutes by Monica Cooper; seconded by Kristen Mackey. Motion carried.

C. City of Tempe Building Employment Supports & Training (BEST) Year 2 Renewal

Michele Stokes, City of Tempe's BEST Program Manager shared accomplishments that occurred during Year 1 of the grant.

- Tempe's city government culture change was initiated; many barriers were eliminated throughout city departments;
- The BEST program helped facilitate Tempe becoming Arizona's first Employment First City;
- Tempe city government revised its hiring policy to facilitate hiring people with disabilities;
- The BEST model was refined based on surveys and results;
- 5 new program partners were added; and
- Most importantly, 9 candidates are in the process of being assisted by BEST.

Michelle explained the Year 2 Renewal Request in the amount of \$124,731 included:

- \$57,741 for Personnel/Salaries for the BEST Program Coordinator position to coordinate the BEST program, work with contracted partners, steering committee, and city departments to facilitate employment opportunities, surveys, metric data collection, and reports;
- \$29,201 for Fringe Benefits related to the BEST Program Coordinator position;
- \$2,700 for Supplies and Operating Expenses;
- \$89 for In-state Travel; and
- \$35,000 for Contracted Services and Professional Services.

Scott Lindbloom asked Michele Stokes if she was aware of customer service or job training programs are available to high school students and young adults in the Tempe community.

Marcella Crane thanked Michele Stokes for her work on this project, and stated that all programmatic and fiscal reports have been timely and accurate. She praised the work that has been done to date and looks forward to the continued success.

A motion was made to approve the City of Tempe's BEST Year 2 Renewal Request in the amount of \$124,731 by Jason Snead; seconded by Monica Cooper. Motion carried.

D. Training for Job Coaches & Job Developers Proposal

Mike Leyva briefed Committee members on the proposal submitted by the Sonoran UCEDD in the amount of \$50,000 to provide Job Coach/Job Developers Training and Technical Assistance. The training is intended to build on and complement the systems change training conducted September 2018 and March 2019 on competitive integrated employment (CIE). The trainings were coordinated by the Institute for Human Development and designed to advance an interagency approach to raising awareness that CIE is achievable for people with significant disabilities.

The proposed trainings for Job Coaches and Job Developers will focus on knowledge gains, resource sharing, problem solving, and intensive skill development related to implementation of supported and customized employment services. The trainings will emphasize application of specific techniques in the areas of job development, employer relationships, job carving, and highlights the assessment and discovery process.

The proposed trainings will include 3 sessions and provided in four regional locations around the state including Tucson, Yuma, Flagstaff and Phoenix. Anticipated outcomes and deliverables include:

- 12 trainings provided for 320 to 360 participants;
- Participants will receive certificate of completion and continuing education hours;
- Participants will receive the information to help prepare them for taking the CESP (certified employment support professional credential);
- Pre and post competency assessment measures;
- Training satisfaction and impact evaluation data; and
- Follow up participant support.

Timeline for project is October 2019 – September 2020 and budgeted as a 1-year project; Supporting Employment First Ad Hoc Committee and staff will investigate if multiple years are possible. Jason Snead asked if the trainings include self-employment. Mike Leyva shared self-employment is a customized employment option and yes, it will be included.

A motion was made to approve the Job Coach/Employment Specialist Training & Technical Assistance project in the amount of \$50,000 by Jason Snead; seconded by John Eckhardt. Motion carried.

E. Transition Clinic Project

Wendy Parent-Johnson briefed Committee members on the TransitionInAction Clinic which was originally developed at the University of South Dakota Center for Disabilities as a comprehensive, day-long, multi-disciplinary team experience designed to assess a young adult's current status and future goals in the major life areas of health, education, employment, and independent living as they plan their transition to adulthood. The Clinic is out of a medical setting and addresses what people are asking for: wellness for the family, wellness for youth, with work-based focus thinking, including employment across all domains. It does not focus on diagnosis or what happened in the past; it's really about the future, what is aspirational, and includes measures, timelines, and data is collected throughout the process.

Committee discussion centered on how the Transition Clinic may be replicated in Arizona and applied to education; developing a clinic model for middle school students; and include communities such as Ajo, and other underserved rural and tribal communities.

Wendy Parent-Johnson supported the idea of “starting earlier” and including middle school students. She suggested an independent clinic that is not specifically in a school setting but one that includes community partners, DDD and VR participation. She stressed the primary goal is what do you want for your future.

The Committee asked Wendy Parent-Johnson/Sonoran UCEDD to incorporate their suggestions for development of a new Arizona Transition Clinic model and include a budget scenario and timeframe, and a Clinic program that includes multiple years. A motion was made to follow the Committee’s recommendation for a model Arizona Transition Clinic by George Garcia; seconded by Monica Cooper. Motion carried.

F. Parents of Youth – Promote Career Exploration Project

Melissa Van Hook asked Committee members for their thoughts on a project to promote career exploration, a project that would involve parents and youth. Career exploration is an important step in helping a student/youth fulfill long term employment goals. The exploration can help a student connect to a path that is appealing, fulfilling, and leads to a desired career.

Committee members expressed that parents are always busy, but they must be engaged and included. It was suggested to explore how behavioral health professional engage youth and families, and to include behavioral and SMI professionals and families in the discussion. It was asked and should be research if Regional Behavioral Health Authorities (RBHA) have programs and input by families and individuals with dual diagnosis (IDD and SMI) by region. ADDPC staff will research.

The Committee supported a career exploration project and will gather information and ideas and present them at the next Supporting Employment First Ad Hoc Committee meeting.

G. Apprenticeships and Trade Schools

Apprenticeship programs offer young adults, including those with disabilities, a career pathway that provides employment as the individual learns on the job. The Committee shared ideas, suggestions, comments and questions for a possible project that includes apprenticeships and trade schools.

- DES has an apprenticeship program for job seekers and employers with focus on women, ex-felons, and minority populations;
- DES program offers accommodation assistance within the apprenticeship;
- US Department of Labor has resource guides;
- Check out Apprenticeship USA Fact Sheet;
- How many DES apprenticeships have led to employment?
- Apprenticeship is a good way to learn the job and get paid in the process;
- Trade schools must be certified through WIO or through an education industry recognized certificate;

- Red Rock Community College and Warren Tech in Colorado have established programs that lead to employment, especially for people with disabilities;
- How many trade schools are in Arizona?
- Explore working in partnership with unions.

The Committee thought it would be a good idea to further explore an apprenticeship and trade school project for people with disabilities. Kristen Mackey will facilitate an introduction for Mike Leyva to meet with the DES Apprenticeship Office. Mike will share and report back to the Supporting Employment First Ad Hoc Committee.

H. Call to the Public

Chairperson Melissa Van Hook issued a Call to the Public. No public members were in attendance.

I. Adjourn

Chairperson Melissa Van Hook called for a motion to adjourn the meeting. Motion was made by Jason Snead; seconded by Monica Cooper. The Motion carried; meeting adjourned at approximately 11:28 a.m.