



GRANTS AND CONTRACTS COMMITTEE

Thursday, January 10, 2019

2:00 P.M. – 3:00 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Thursday, January 10, 2019 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Matthew Isiogu, Chairperson, Telephone	Lori Masseur, Telephone
Monica Cooper, Telephone	Michael Coen, In-person
Tom Uno, Telephone	John Black, In-person

Members Absent
David Copins

Staff	Guests
Erica McFadden, Executive Director	Arden Day, NAU/IHD
Lani St. Cyr, Staff	Laura Schweers, Sonoran UCEDD
Marcella Crane, Staff	
Michael Leyva, Staff	
Julie Whitaker, Staff	

A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 2:00 p.m. Roll call and participant introductions were completed.

B. Minutes from November 2, 2018

Chairperson Matthew Isiogu asked members if they had a chance to review the minutes and if there were any changes. Monica Cooper requested a change be made to the minutes under the second paragraph of Item F. The change was from 'theses' to 'these' in the second sentence. Matthew asked for a motion to accept the minutes with the change. Motion was made by Monica Cooper; seconded by Tom Uno. The motion carried.

C. Fiscal/Contract Update

Lani St. Cyr gave an overview of three financial documents. The ADDPC Financial Update showed FY 2017 funds were fully obligated and there is approximately \$290,900 to be liquidated by September 30, 2019. For FY 2018 funds, there is approximately \$622,500 to be obligated by the end of September. The full award of \$1,443,070 for FY 2019 was received. The Council is still waiting to hear further guidance on the Period of Performance period for FY 2019 funds, to see if the obligation of funds needs to be pushed to September 30, 2019 to allow for work to be completed by September 30, 2020.

The Council Funded Project document showed the current contracts by goal area. The NAU/IHD Webinar and Sonoran UCEDD Employment First Website renewal proposals were highlighted for discussion later in the meeting.

Finally, the Budget Recommendation document showed the items to be funded in the next year with FY 2017, 2018, and 2019 funds. Workplan items to be discussed were highlighted to show the availability of funds and the prior approval of the Council. It was suggested the document formatting be adjusted to increase font size and readability. No action was taken on this item.

D. NAU/IHD Webinar Renewal Proposal

The Committee chose to discuss agenda item F. Sonoran UCEDD- Employment First Website Renewal Proposal while waiting for one additional Committee member to join the meeting, to ensure quorum for voting on agenda items D and E.

Once quorum was achieved and item F was discussed, Marcella Crane gave an overview of the current webinar contract with Northern Arizona University/Institute for Human Development (NAU/IHD). She explained there are generally 3-4 webinars held each on various topics throughout the contact year. NAU/IHD is responsible for the management, promotion, evaluation and hosting of the webinars.

Michael Coen had a question on the budget regarding two different FTE rates listed for John McDermott and the calculation of fringe benefits. Tom Uno clarified the rate should be .1125 FTE and that the fringe was calculated based the package selected by the employee. This was clarified to the Committee's satisfaction. Tom Uno also mentioned NAU/IHD both captions and archives the webinars as well. The webinars can be found on the Council's YouTube channel. It was clarified there are approximately 25-60 participants per webinar.

Chairperson Matthew Isiogu called for a motion to approve the NAU/IHD Webinar Renewal Proposal in the amount of \$11,229. Motion was made by Michael Coen; seconded by Monica Cooper. Tom Uno abstained. The motion carried.

E. NAU/IHD- Voting Proposal

Erica McFadden briefed Committee members on the NAU/IHD Voting Proposal. She explained how the proposed research would focus on the barriers encountered and accommodations needed to assist individuals with intellectual and developmental disabilities register and complete the voting process. Various research methods will be used, and a final report/publication will be created to disseminate the results. It was mentioned this proposal falls within the Secretary of State's priority of removing barriers to voting and has the potential to create larger system change.

There was a discussion around the research methods being primary qualitative and if there were plans for a more quantitative approach which would allow the tracking of data over time. Arden Day explained there wasn't much quantitative data available currently and additional surveys would need to be conducted to gain quantitative data. Tom Uno mentioned that the findings would go to the Institutional Review Board, which may present an occasion for additional research to be done. It was strongly suggested to utilize any opportunity to gather more statistical/quantitative data for any additional and/or future research.

Chairperson Matthew Isiogu called for a motion to approve the NAU/IHD Voting Proposal in the amount of \$79,021. Motion was made by Michael Coen; seconded by Monica Cooper. Tom Uno abstained. The motion carried.

F. Sonoran UCEDD- Employment First Website Renewal Proposal

Marcella Crane gave an overview of the current contract and tasks included as part of the renewal proposal for the second year. The Sonoran UCEDD had some internal procurement issues which made it difficult to obtain a subcontract needed for the web development work to be completed in the first year. Because of this, they will not be fully spending the \$30,539 awarded. However, they have requested the unspent funds (approximately \$15,000) go towards the second year of the project. The original amount for year two of this project was \$12,800. The new amount requested for year two is \$24,244, so the overall cost of the two-year project remains similar.

Marcella went on to explain an addition to this contract based on the results of the Request for Information (RFI) process. The Sonoran UCEDD requested the Council cover the travel costs for a speaker to attend the 8th Annual African American Conference on Disabilities. in February 2019. This cost has been added to the renewal proposal with the understanding that employment would be one of the topic areas covered by the speaker.

Laura Schweers provided additional details on the delays with procurement in the first year and went on to explain they still anticipate having a mockup of the website by the end of the month, January 2019. The Council Staff will also work to promote the website once it goes live.

Chairperson Matthew Isiogu called for a motion to approve the Employment First Website Renewal Proposal in the amount of \$24,244. Motion was made by Michael Coen; seconded by Monica Cooper. The motion carried.

Discussion moved back to agenda item D.

G. Scopes of Work

Marcella Crane gave a brief overview of the Scopes of Work (SOWs) to be released, including: Community Inclusion Index, Recreation, Self-Advocacy, Employment, and Conference Sponsorship.

Erica McFadden gave an overview of the SOW for Sexual Abuse and Exploitation and asked for Committee feedback and suggestions on what should be included. It was highly recommended that Intermediate Care Facilities (ICFs) be included in the SOW. It was clarified that it should be only the ICF/IIDs, Intermediate Care Facilities for Individuals with Intellectual Disabilities. There was some concern the SOW may be requesting too much for a grantee to research. Finally, the importance of privacy of those interviewed needs to be stressed in the SOW.

Chairperson Matthew Isiogu called for a motion to approve the SOW for Sexual Abuse and Exploitation to move forward. Motion was made by Tom Uno; seconded by Michael Coen. The motion carried.

H. Grants Committee Discussion

This item was deferred to the next Committee meeting do to time constraints.

I. Adjourn

Chairperson Matthew Isiogu called for a motion to adjourn the meeting. Motion was made by Tom Uno; seconded by Monica Cooper. The motion carried, meeting adjourned at 3:00 p.m.