



**FULL COUNCIL MEETING**

Friday, September 21, 2018

10:00 A.M. – 12:00 P.M.

ADDPC Office, 3839 N. 3<sup>rd</sup> Street, Suite 306, Phoenix, AZ 85012

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened at the ADDPC office. Notice having been duly given. Present and absent were the following members of the ADDPC, guests and staff.

**COUNCIL MEMBERS PRESENT**

John Black, Chairperson (by phone)  
Melissa Van Hook, Vice-Chair  
Monica Cooper (by phone)  
David Copins  
Scott Lindbloom (by phone)  
John Eckhardt (by phone)  
Katharine Levandowsky  
Angelina James

Lori Masseur (by phone)  
Kristen Mackey (by phone)  
Thomas Uno (by phone)  
George Garcia  
Jason Snead

**COUNCIL MEMBER REGRETS**

Maureen Casey  
Traci Gruenberger  
Matthew Isiogu  
Ray Morris  
Janna Murrell  
J.J. Rico

**ADDPC STAFF PRESENT**

Erica McFadden, Executive Director  
Marcella Crane  
Lani St. Cyr

**Guests Present**

Michele Stokes, City of Tempe  
Sydney Rich, ASU student  
Annie Elvin, ADDPC Intern  
Tracy Slauderback, ADDPC Intern  
Lionel Delgado, Consumer/Parent, Yavapai County  
Marianne Filhouer, ASU & presenter

## **Welcome**

Vice Chairperson Melissa Van Hook welcomed Council members. The meeting was called to order at 10:05 a.m. Introductions of staff, Council members, and guests were made.

## **Minutes, 5.18.18**

The Minutes from the last Council meeting were reviewed. A motion to pass minutes from the May 18, 2018 full Council meeting was made by John Black and seconded by Monica Cooper. The motion unanimously carried.

## **Fiscal Summary & Update**

Lani St. Cyr gave an overview of three financial documents. The first reflected how much still needs to be obligated and liquidated by 9/30/18. The Financial Update page shows that \$82,758 of 2016 funds need to be liquidated and \$9,012 of 2017 funds are remaining to be obligated. This update, however, does not reflect conversations had with DES. They have unencumbered some of the funds that they had liquidated with 2017 monies. This allows us to fully liquidate 2016 funds and roll over the amount to obligate for 2017 so that we have approximately \$91,000 additional dollars to obligate of 2017 money. The next page shows the projects in the current work plan, those set to expire, and those under consideration for today's meeting. If the Council votes yes to approve some of the projects, 2017 will be fully obligated. The Council does not have any 2018 funds spent yet. The concern is that this time next year if there are no 2018 expenditures, there will be nothing to backfill for 2017 if a vendor does not fully spend their award.

The last page shows that with the current spending plan, pending Council approval, we will still have \$49,900 left to expend by September 30, 2019. This does not take into consideration that the listed projects may not receive the full listed award. To address this shortage, the Council will be releasing another RFI to gain more ideas that the Council can form scopes of work around to fully obligate 2018 and 2019 dollars. John Black commented that he appreciated the fact that Admin costs continue to remain low. Erica McFadden commented that a majority of the staff are dedicating large portions of their time to projects

## **Solicitations/Contracts for Approval**

Erica and Marcy Crane discussed each of the following applications that the full Council will vote to fund or not fund. Each of the following should be voted on separately. In addition, all had passed through at least two committees: an outside evaluation committee and Executive.

1. City of Tempe for Integrated Employment, "Tempe BEST Project"; Requested amount \$124,731.  
Tempe's Building Employment Supports and Training (BEST) Project will create an employment model for replication, diversify its workforce by increasing cultural inclusion, and provide work opportunities for individuals with developmental disabilities. The BEST Project will work with City of Tempe departments, and partner with its community council, local community college, disability consultant, and employment service providers with the goal of employing individuals with developmental disabilities, provide job supports and training; facilitate policy change and develop training; and serve a municipal program model. The expected number of persons with I/DD to be served is six; however, the funding is there to develop a model so that more workers can be hired in following years. They are matching dollars both in-kind and cash totaling \$132,890. This is multi-year project that can be funded up to two additional years if outcomes are achieved.

A motion was made by George Garcia to approve City of Tempe's proposal for year 1 funding in the amount of \$124,731. The motion was seconded by Jason Snead. The motion carried.

2. Southwest Institute for Families & Children, Supported Decision-Making Pilot Project; Requested amount \$60,000. SWI will partner with the AZ Center for Disability Law and The Arc of AZ, and take the lead in coordinating a stakeholders group that will meet ten times this first funded year - to review current legislation regarding guardianship, develop a strategic plan that will entail information on curriculum development for training to court personnel, medical staff, social service providers, families, caregivers, and individuals with I/DD. Surveys will track if trainings are effective in moving towards SDM instead of guardianship for those involved. By the end of year 1, state legislation will also be drafted. SWI will provide a match of in-kind dollars totaling \$20,200. This is a multi-year project that can be funded up to one additional year if outcomes are achieved.  
A motion was made by Angie James to approve SWI's proposal for year 1 funding in the amount of \$60,000. The motion was seconded by Monica Cooper. George Garcia abstained. The motion carried.
3. Conferences & Trainings, at \$5,000 each. These 7 proposals write up is part of the council's packet, and the following agencies were approved:
  - a. Ability 360
  - b. AZ Tash
  - c. Southwest Institute for Families & Children
  - d. A.T. Still University
  - e. NAU/IHD
  - f. SARRC
  - g. Square OneA motion was made by Jason Snead to approve each of the 7 proposals for one year of funding in the amount of \$5,000. The motion was seconded by Angie James. George Garcia and Tom Uno abstained. The motion carried.
4. Department of Education, Early Childhood Inclusion project; Requested amount \$50,000. The project is training core staff to learn how to use the Inclusion Classroom Profile so that teachers and staff at four sites throughout the state will learn how to better include their children with disabilities in the classroom. There will be a pre-test and a post-test to track progress. Funding by the Council will be used to fund a national speaker to train the team and will help pay for travel costs to administer the tool. ADE explained that the tool not only looks at environment; it looks at the quality of the experiences the children have in the classroom. The goal of this project would be to expand it as they build the infrastructure in the first year.  
A motion was made by Monica Cooper to approve ADE's proposals for one year of funding in the amount of \$50,000. The motion was seconded by George Garcia. Lori Masseur abstained. The motion carried.
5. ON Advertising, ongoing PR and publication of reports, briefs and other ADDPC collateral materials; Requested amount \$15,000. A motion was made by Jason Snead to approve the contract in the amount of \$15,000. The motion was seconded by Angie James. The motion carried.
6. NACDD, annual dues for council membership and technical assistance and information; Requested amount \$11,600. A motion was made by Kathy Levandowsky to approve the payment of annual dues to NACDD. The motion was seconded by Scott Lindbloom. The motion carried.

### 2019 Work Plan

Erica McFadden provided background of the recent federal changes to the obligation/liquidation/ and period of performance situation. In the past several years, we have had three year to obligate and liquidate funds, and now that time is down to 2 years. The third and final year is only to be used for billing and to liquidate funds already obligated. No work can be done by contractors. All projects must be complete. This will start with 2019 funds. We have always operated one year behind because of the federal government's delay in our notification of award. With the changes in the amount of time we have to obligate funds AND have work completed, we now have to obligate two years of funding (approximately \$1.5 million) in FFY 2019 (FFY 2018 & 19 funding) by July 1, 2019. For FFY 2020, we should be caught up, but the obligation amount will be half. That will be a challenge for us, as many projects are renewed each year. Half the amount obligated should be given to single year projects as a result.

We have to operate like we have the federal award even if we don't have it and leave language in the RFGAs that the award is contingent upon federal funding. But since we are written in legislation, it is highly unlikely that we would not receive our federal funding. We may get a reduction – but not an elimination. Many Councils that give out grants like ADDPC are in the same situation and are fighting with ACL about the new interpretation, but we have been advised to move forward with the current interpretation.

The Administration on Intellectual & Developmental Disabilities has also asked that we have our FFY 2019 & FFY 2020 work plans submitted by September 3<sup>rd</sup>, which is Labor Day. Officials advised us we can make updates to both plans on January 1, 2019. We received this notification in August. Based on the discussion and vote today, staff will submit the 2019 work plan and resubmit the same work plan for 2020 with the understanding that we will revise both after further discussion and a Full Council vote.

The 2019 work plan up for discussion and a vote today is based on the RFI process we completed last December, Council member ideas and input from that RFI process, and a continuation of current projects we are already completing. Even with the current projects for consideration, the full amount we need to obligate is not met, so we will need to put out another RFI process this Fall to obligate the remaining funds by July 1, 2019.

The projects reviewed were those that required a funding line. They are the following by goal area:

#### Self-Advocacy

- Leadership Trainings: Continue to financially support leadership trainings for people with disabilities for \$100,000. This would be a new competitive solicitation in 2019 to allow others to apply. We would be reporting on the current contracts already obligated in FFY 2019 to Native American Disability Law Center and Spina Bifida.
- Mail-in Voting Research: We are obligating approximately \$75,000 to conduct research about barriers to people with DD and voting. Current research efforts only target barriers at polling places. Preliminary research indicates that some people with disabilities in group homes may have their ballots thrown away by staff. We need better understanding of how mail in voting can work most successfully with people with I/DD so we have a better plan for 2020.
- Evaluate Participatory Budgeting (PB) on Students with IEPs in Phoenix Union schools – PUHSD leading the way, with all but 3 schools allowing students to participate. Would like to get data on if/how much input comes from students in special education. Are students in special ed. part of the leadership? What is the impact of the process on students with IEPs? What can be learned can be

replicated in SPED classrooms to increase student empowerment and control. Center for the Future of Arizona to get back to us with more information. Projected amount - \$50,000

- Self-Advocacy Facilitator Contract: Will facilitate and help us grow self-advocacy groups in AZ (\$7,000)
- Supported Decision Making RFGA Renewal: \$60,000

#### Employment

- Customized Employment Training: Put out an RFGA that trains on customized employment and measure the impact of the training. Projected award \$80,000
- Fund model programs to increase employment rates for people with disabilities. This can be targeted to providers who are serving people with DD not covered in current DDD or VR system. (\$150,000) *There was much discussion over this topic, and with the current RFGA that has not been approved yet in dedicated to this topic, this line item may need to be increased further to include the additional RFGA to go out and the renewal of the current RFGA.*
- Post-Secondary Education Model Program to expand opportunities for students with I/DD to attend a credentialed program. \$100,000 projected
- Employment research on how schools are preparing students for work or higher ed., including "soft skills" training: \$75,000
- Continue to fund training with DDD/VR/AAPPD: \$50,000

#### Inclusion

- Grant writing Training to Underserved Communities: \$10,000 webinar contract renewal with IHD. One of the webinars to be allocated to train culturally diverse or underserved communities on writing grants. Staff will meet with them before it's developed. This will help us increase capacity of underserved areas to respond to RFGAs. The webinars will be addressing other topics throughout the year as well.
- Development of Short Explainer Videos in Plain Language: \$15,000 with ON Advertising for annual PR/Marketing materials and at least two short explainer videos on important topics, such as ABLE Accounts or Guardianships.
- Accessible Website: Website that is more accessible on mobile phones where videos can be embedded. \$50,000 allocated to this project. Sarah does not expect it would be completed this year, but we will start the process.
- Sexual Abuse/Exploitation Research and I/DD Continuation: \$100,000
- Council-Approved Conferences: \$50,000 (This line item may increase slightly if we increase the limit this year to \$10,000 from \$5,000. We found that some didn't apply because they found the amount too small for the application process.)
- Change Language of PR firms and Media Reporting on Disabilities: \$25,000-\$35,000 with Cronkite, depending on needs of Cronkite.
- Embed Community Inclusion Index with mapping on our website. Data includes housing, transportation, education attainment, poverty, employment, race/ethnicity by county and state. Work with web developers on this as we establish news site. Metrics already complete. \$50,000 projected.

- Expand early child programs to be more inclusive of children with disabilities. Current ISA under review and another RFI under review on this topic in today's meeting. Expected \$100,000 for 2 ISAs.
- Put out recreation RFGAs since there is a significant need for summer programs and others to be more inclusive of people with disabilities. \$150,000 agreed to amount by the committee. This would not be renewed.

Erica stated that the Executive Committee in August approved the Work Plan so that it can be submitted to AIDD by September 3, 2018. The Full Council can now review this, add any new ideas not considered and/or ask questions. A motion was made by Jason Snead to approve the 2019 Work Plan. The motion was seconded by Monica Cooper. The motion carried.

### **5 Year Wrap Up for PBISAz Project**

Project Director, Marianne Filhouer from ASU and Tom Uno with NAU/IHD co-presented on achievements of the PBISAz project, funded by the Council for five years. The intent of contract to fund PBISAz is to reduce the use of unnecessary restraint and seclusion among students with developmental disabilities, and thereby reducing the incidence of students removed from the school learning environment for challenging behaviors.

The contract was granted an extension to June 30, 2018 to allow for PBIS to be implemented in the community, working with an elementary school in Peoria, AZ – Desert Harbor. The school has an enrollment of 850 students and approximately seventy-five school staff participated in the project. The training and consultation provided was well received and resulted in the development of an action plan for the 2018-19 school year that includes strategies to improve communications with families and better identify students in need of additional support.

The Positive Family Support program (PFS) is an evidence-based, school intervention system with universal, selected, and individualized components that builds positive home-school connections. Positive Family Support promotes a school culture that increases family-school engagement and positive working relationships between caregivers and schools resulting in improved student outcomes. It is designed to enhance school's Multi-Tiered System of Supports (MTSS), such as Positive Behavioral Interventions and Support (PBIS) and Response to Intervention (RtI), by adding a family component at each level of support. At the Individualized level, PFS includes an adaptation of the evidence-based Family Check-Up intervention and Everyday Parenting for implementation in schools.

Northern Arizona University, in partnership with the Arizona Developmental Disabilities Planning Council, secured and contracted with Arizona State University Research for Education and Advancement of Children's Health Institute (REACH) for the spring 2018 training and dissemination of the Positive Family Support program in one Arizona school.

Overall, PBISAz has been a successful project in the schools. There has been a 72% increase of schools using this evidence based curriculum, with over 300 schools participating. The work will continue with multiple partnerships in place to expand it in the schools and into the community, working with parents and teachers. The Council thanked both Tom Uno and Marianne for their invaluable work over the five years.

**Announcements:**

- Jason Snead stated he is a new dad, his new born son, Samuel is about a month old.
- Angelina James announced an event at Tuba City on October 11, 2018. The annual Tuba City Fair is taking place, with a parade on October 12. All disability programs are welcomed to attend.

**Call to the Public:**

- Michelle Stokes thanked the Council for their support of their grant proposal and stated the city is hosting a job fair on October 30 from 10:00AM – 2:00PM at the City of Tempe Library.
- Lionel Delgado is a consumer/advocate in Yavapai County and thanked staff, especially Erica, Michael and Sarah, for their time in explaining and providing information to him.

**Adjournment**

Motion made by Jason Snead to adjourn the meeting and seconded by Angie James. The motion unanimously carried. Meeting adjourned at 12:00 PM.