



**EXECUTIVE COMMITTEE**

Friday, May 11, 2018

11:00 A.M. – 12:30 P.M.

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

**MINUTES**

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, May 11, 2018 at the ADDPC Office, 3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>
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Matthew Isiogu, Telephone Melissa Van Hook, In person Monica Cooper, Telephone	Andrew Robinson, Telephone John Black, Chairperson, Telephone Scott Lindbloom, Telephone
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<b>Members Absent</b>
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Ray Morris

<b>Staff</b>	<b>Guests</b>
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Erica McFadden, Executive Director  
 Lani St. Cyr, Staff  
 Marcella Crane, Staff  
 Mike Leyva, Staff  
 Sarah Ruf, Staff

**A. Call to Order/Welcome**

John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 11:02 A.M. Roll call and participant introductions were completed.

**B. Minutes from March 9, 2018**

John Black asked for a motion to accept the minutes. Motion was made by Monica Cooper. The motion was seconded by Scott Lindbloom . The motion carried.

**C. Status of Economic Impact RFQ**

Marcy Crane shared that the Economic Impact RFQ has been issued and closed. There have been bids submitted. There will be an evaluation committee convened by procurement. We are waiting to hear the status of the award.

**D. Grants Committee Report**

**1. Fiscal/Contract Update**

Lani St. Cyr gave an overview of three financial documents. The ADDPC Financial Update highlighted the \$17,780 of FY 2017 funds remaining to be obligated before September 30, 2018. The Council Funded Project document highlighted the current contracts to be discussed later in the agenda. Finally, the Budget Recommendation document highlighted the agenda items and the funds available for the projects/agenda items to be voted on by the Committee. It showed the projects had already been budgeted for and incorporated in the Council workplans. It also showed planned projects that likely will not happen, so redistributing funding for those projects may be necessary. In addition, 2018 funds would need to be obligated. No action was taken on this item.

**2. Current Contract Update**

Erica reported that Morrison Institute was issued a cure letter due to performance issues. They have stated their correction action plan, and we are currently working with Morrison to ensure they are on schedule for completing the deliverables. Marcy stated that the Grants Committed denied the 3-month no cost extension request from Diverse Ability Incorporated for the Emerging Me: Middle School Matters self-advocacy project. There have been several unanticipated barriers which have impacted the progress of the project, including: personnel changes, scheduling, and school recruitment. Many of the barriers continue to exist, and with the school year ending, teacher strikes, and many of the workshops in the process of being re-scheduled there was concern as to whether the project should be extended. Further, Diverse Ability did not start addressing the contract barriers until seven months in. The request also reduced the number of youth participants from 250 to 125, but there was further concern that scheduling over the summer months would be difficult and not much would be possible at the start of a new school year, if the contract was extended.

**E. Consent Agenda – Employment Grant Projects**

- 1. Sonoran UCEDD EF Website Amendment, \$5,000**
- 2. SARRC Geek Camp Project, \$7,500**
- 3. NAU/IHD ISA for Employment Training, \$50,000**
- 4. RFGA Diverse Hiring, Employment, \$150,000**

Erica reviewed the previous projects with the committee. All of these members have reviewed drafts of proposals/or scope of works in previous Employments or Grants committee. These projects were passed out of both committees. Erica mentioned that with respect to the NAU/IHD ISA for employment training, the Council would be fully involved with steering IHD on the training and agenda. A motion was made to accept these proposals by Melissa Van Hook. The motion was seconded by Scott Lindbloom. The motion carried.

**F. Request for Information Process Review & Prioritization**

Erica stated that the RFI Ad-Hoc Committee had reviewed all RFIs and made their recommendations. Erica took all of the RFIs that were approved and had the Council members fill out an on-line survey for them to prioritize. This feedback will be presented to the Full Council at their next meeting, which will help formalize the 2019 Work Plan.

**G. Request for Grant Application for Conference Sponsorships**

Some of the RFI's were request to the Council to support an upcoming training or conference. Two that are occurring this summer and before the Council releases a competitive grant solicitation to support conference sponsorships were discussed by the Executive Committee for consideration/action.

1. Navajo County CSHCN Resource Fair: RFI requests up to \$10,000 for a one day conference in Snowflake, in July. This group has received in-kind support as well as small grant from First Things First and Dept. of Health Services/OCSHCN. A dollar amount will still need to be negotiated with them. A motion was made to support this conference by Melissa Van Hook. The motion was seconded by Andrew Robinson. Dollar amount was not part of the motion. Motion carried.

2. NAU/IHD Conference: IHD submitted a RFI for to support their annual conference for 3 years. The Council previous supported this conference in the past, and staff and council members have been invited to attend. The committee put forth a motion to only support this for one year at \$7,500. A motion was made by Melissa for a one year grant at \$7,500. The motion was seconded by Monica Cooper. The motion carried.

**H. ON Advertising Contract Activities**

The Council has an ongoing partnership with ON Advertising that assists the Council in formatting and printing our annual reports, brochures, reports/briefs, and other collateral. Approximately \$17,000 remains in this budget line item to use before this purchase order expires on June 30. Sarah is developing the FY 2017 annual report and has met with their staff to ensure this is complete by the deadline. A motion was made by Melissa Van Hook to support the costs associated with the publication/printing costs for the annual report. The motion was seconded by Monica Cooper. The motion carried.

Also, they will print the AZ Center for Disability Law's (ACDL) Special Ed. Manual. A motion was made by Monica Cooper to support the costs associated with the publication/printing costs for the ACDL's Special Ed. Manual. The motion was seconded by Andrew Robinson. The motion carried.

**I./J. Call to the Public/Adjourn**

There was no announcements and no public was present. John Black called for a motion to adjourn the meeting. Motion was made by Melissa Van Hook. The motion was seconded by Monica Cooper. The motion carried. Meeting adjourned at Noon.