



EXECUTIVE COMMITTEE

Wednesday, June 26, 2019

9:00 A.M. – 10:30 A.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 Wednesday, June 26, 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

John Black, Chairperson, Telephone

Monica Cooper, Telephone

Matthew Isiogu, Telephone

Melissa Van Hook, Vice-Chair, Telephone

Jason Snead, Telephone

Members Absent

Ray Morris

Scott Lindbloom

Staff

Erica McFadden, Executive Director, Telephone

Lani St. Cyr, Staff

Marcella Crane, Staff

Michael Leyva, Staff

Sarah Ruf, Staff

Julie Whitaker, Staff

Guests

Kelly Ramella, ASU

A. Call to Order/Welcome

Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 9:00 a.m. Roll call and participant introductions were completed.

B. Minutes from May 10, 2019

Chairperson John Black asked members if they had a chance to review the minutes and if there were any changes. No changes were requested. John asked for a motion to accept the minutes as is. Motion was made by Monica Cooper; seconded by Jason Snead. 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 \$118,500 to be liquidated by September 30, 2019. For FY 2018 funds, there is approximately \$379,400 to be obligated by the end of September. There is approximately \$884,200 of FY 2019 funding the Council would also like to obligate by September 30, 2019 to allow for work to be completed by September 30, 2020. Lani also reviewed amounts to be obligated with projects on the agenda, projects pending proposals, renewal projects, as well as contingency projects should funds remain.

The Council Funded Project document showed the current contracts by goal area. Marcella Crane mentioned a contract extension for the UMASS/ICI Employment Economic Impact Study is being completed thru DES Procurement for 6 months making the new contract end date December 30, 2019. She also mentioned that all contracts with an end date of June 30, 2019 have been notified.

Finally, the Budget Recommendation document showed items to be funded in the next year with FY 2018, 2019, and 2020 funds. Workplan items to be discussed were highlighted to show the availability of funds and the prior approval of the Council. It was noted the FY 2020 amount is only an estimate, as Councils have not been notified of award amounts. There was also mention of FY 2019 funds showing a shortfall, and it was explained that the actual amounts for submitted proposals have not been entered yet, as the Council has not voted on the projects yet, but the actual amounts will adjust the shortfall amount reflected. No action was taken on this item.

D. Sexual Abuse Research- RFGA

Marcella Crane gave an overview of the evaluation process for the Request for Grant Application and the summary sheet that was provided. Six proposals were submitted, and clarifications were asked for three of them. Based on the review of the proposals and clarifications, the outside evaluation committee recommended Improvement Assurance Group (IAG) to receive the award in the amount of \$92,572.50. This fell within the budgeted amount for this project of \$100,000 and they will be providing match of \$47,883.75.

Under this proposal IAG will gather data from state agencies, schools, healthcare and service providers, and community organizations serving individuals with I/DD. They will also be conducting focus groups, one-on-one follow-up discussions with state agencies, agency records reviews, and online surveys. The goal is to identify gaps in reporting, tracking, training, and prevention of sexual abuse for individuals with I/DD in Arizona. The findings will be presented through a condensed report with infographics, a longer-form final report, and an online interactive map of state and DDD-funded providers in Arizona. The goal is to provide “actionable recommendations that can inform regulatory and legislative changes” to prevent such abuse in the future.

Chairperson John Black called for a motion to approve the Improvement Assurance Group's Sexual Abuse Research Proposal in the amount of \$92,572.50. Motion was made by Jason Snead; seconded by Melissa Van Hook. The motion carried.

E. Model Employment Training Program-RFGA

Marcella Crane gave an overview of the evaluation process for the Model Employment Training Program. She explained this was the second round for this RFGA. In the first round, awarded to the City of Tempe, applicants were expected to hire the individuals who went through the program. With the second round, applicants could train the individuals and then find employment for them outside their organization.

This solicitation was released April 24th and due back May 31st. Four proposals were submitted, three of the proposals did not warrant clarifications from the evaluation committee. Beacon Group was the only applicant to provide a clarification, and once reviewed they were selected for funding in the amount of \$70,219.59 with match of \$23,406.53. The funding amount is under the \$125,000 budgeted for this project.

Michael Leyva briefed Committee members on the Beacon Group's proposal. He explained the Encore project would use customized employment to develop individualized plans for 15 underserved transition-aged youth with I/DD moving into employment in Pima County. The goal would be to have at least 11 still maintaining employment at or beyond 90 days in an integrated workplace working for at least 20 hours per week, with pay at minimum wage or higher.

Beacon's Encore project will find participants by collaborating with five schools in Pima County they have established relationships with. They will also recruit a full-time customized employment specialist to be trained in customized employment and receive certification from Griffin-Hammis consulting firm.

There was a question about the funding to reimburse businesses for start-up costs for each participant hired and it was explained that these costs were already incorporated in the proposed budget and would not be additional. There was an additional question regarding whether the participants would qualify for benefits if they work 20 hours per week. It was determined that it would be up to the hiring organization if they wanted to provide benefits.

Chairperson John Black called for a motion to approve the proposal submitted by Beacon Group for inclusive employment in the amount of \$70,219.59. Motion was made by Matthew Isiogu; seconded by Jason Snead. The motion carried.

F. Conference Sponsorship-RFGA

Marcella Crane explained that the contracts currently in place under Conference Sponsorship will run through September 30, 2019. Current grantees were not eligible to apply under this solicitation because the Council was looking for new ideas, themes and different audiences to reach. It was stated there was \$100,000 available, with a maximum of \$10,000 per applicant. The solicitation went out on April 16, 2019 and responses were due by May 23, 2019.

Twelve applications were submitted, three were voted down during the first evaluation, nine required further clarification. Of the nine clarifications, three were not selected to move forward. The following six conferences were recommended for Council funding:

- Arizona Center for Disability Law's 9th Annual African American Conference on Disabilities to be held February 28, 2020 in Phoenix. Request of \$10,000.
- The Arc of Arizona to hold a Developmental Disabilities Resource Conference on October 19, 2019 in Phoenix, AZ. Request of \$10,000.
- Autism Society of Greater Phoenix to hold four 'Be Safe' trainings in Show Low, Douglas, Yuma, and Flagstaff. Request of \$10,000.
- Raising Special Kids- 3rd Annual Symposium: Exploring Solutions to Challenging Behaviors on October 24th, 2019 in Phoenix. Request of \$10,000.
- University of Arizona, Sonoran UCEDD to host "Adulthood: What it Means to Me and My Future" in March 2020 in Tucson. Request of \$9,996.

There was further discussion regarding whether Council staff and/or members would be able to attend these conferences without charge. It was determined that this stipulation would be added to the award letters. It was also determined that staff would provide further communication regarding the conferences closer to the event dates.

Chairperson John Black called for a motion to approve the recommended conferences from the outside evaluation committee in the amount of \$59,996. Motion was made by Melissa Van Hook; seconded by Matthew Isiogu. The motion carried.

G. Self-Advocacy Leadership Training – RFGA

Marcella Crane provided an update on the grant solicitation to support self-advocates in leadership development training and peer mentoring and/or to support self-advocates in various community boards/commissions/task forces on issues that they are passionate about. The grant solicitation was released in the spring and resulted in 4 applications being submitted. The evaluation committee recently met to discuss all four applications and deemed one as non-responsive. The other three needed further clarifications for the committee to make a recommendation. After clarifications were received a week later, the committee is recommending two applications to be considered for an award: Native American Disability Law Center and AZ Peer and Family Coalition (summarized below). A third application submitted by Community Options also was considered, however the evaluation committee did not vote on this project as more information was deemed

necessary and thus asked that the Grants Committee consider this application and their clarification responses.

Native American Disability Law Center is asking for \$37,933 to support 30 students with I/DD from the Grey Hills Academy (n=20) and Dine College (n=10) in self-advocacy leadership training and to promote their ability to serve on cross-disability, culturally diverse coalitions/groups on the Navajo Nation. NADLC uses the Equal Native Youth Voices curriculum that was developed by NADLC because of the unique and cultural response necessary to work with Navajo youth. The curriculum is aligned with Navajo traditional thought and is based on the Medicine Wheel and Talking Circles. Pre and post- assessments are done with all students that are participating to gauge their understanding of their own disability, their rights, how to speak up for the things they want, and future opportunities. Participants will also be able to attend the Navajo Nation Council on Disability, twice per semester, to meet with the council members and to learn what they do. Their second meeting is to address the council on a particular initiative that is important to them. NADLC will also take 6 students/2 adults to attend the National Congress of the American Indian (NCAI) conference in Albuquerque, NM scheduled for October 20-25, 2019. The conference planners will work with NADLC to have a presentation on self-advocacy. This event is not included in the NADLC budget or as match. NADLC is also working out details to have self-advocates present at the annual TASH conference in Phoenix.

Arizona Peer & Family Coalition is asking for \$10,390. They are a statewide organization, AZ Peer & Family Coalition was formed in 2009 to advocate for statewide behavioral health policy development by peers and family members. Approximately 180 persons are affiliated with the organization have a mental illness, are family members and other stakeholders/professionals involved in the behavioral health system. Part of their mission is to increase public support for the awareness of mental health issues in the general community that reduces the stigma, promotes the value of human worth, and generates community acceptance of persons diagnosed with mental illness; and to enable persons with mental illness to transform and improve the AZ behavioral health system. The Coalition developed the curriculum, Civic Leadership Training, in 2012, and since then it has been updated in 2018, to offer training to peers and family members throughout Arizona. The training is 4 hours long and involves group participation and practice sessions. The training is a way to prepare persons with mental illness or a family member for board participation to make the behavioral health system more responsive. The Coalition has 3 trainers in Tucson, 2 in Yuma, 6 in Phoenix, 2 in Yavapai, 1 in Flagstaff. Requested funding from this grant will allow the Coalition to expand their training to the following counties in AZ because there is interest in the community, trainers available, and collaborators will offer free space and assist with recruitment efforts:

- Yavapai: Sedona, Prescott, Prescott Valley
- Navajo: Pinetop/Lakeside, Show Low
- Mohave: Kingman, Bullhead City, Lake Havasu City
- Coconino: Flagstaff
- Cochise: Sierra Vista
- Gila: Payson

Chairperson John Black called for a motion to approve the recommended self-advocacy projects from the outside evaluation committee in the amount of \$48,323. Motion was made by Jason Snead; seconded by Melissa Van Hook. The motion carried.

The third proposal by Community Options was reviewed by the Executive committee. This proposal for \$98,118 is to support training for self-advocates through the Meaningful Life/Meaningful Love curriculum, developed Community Options and with Elevatus Training, a consultant to this project. The curriculum addresses cultivating and maintaining healthy romantic relationships and cover the topic of sex ed. Community Options staff and up to 8 self-advocates will be trained and then offer the training to up to 40 individuals with I/DD (not sure if it's adults or school aged students). Community Options with this consultant did offer the training to the Michigan Council on Developmental Disabilities and they have trained a large number of self-advocates, family members and other stakeholders in two years. Outcome data was not available to share with the ADDPC.

Committee members discussed this application and the answers to the 2 clarifications that remained unsatisfactory. The Executive Committee concerns were to know more details on how the project will be sustainable after funding ends, who and how will they ensure that the training continues and who they plan on partnering with, to know which schools were participating, and to request letters of support from those schools. Staff will draft a third clarification letter for Community Options to respond and there whole application and responses will be reviewed by the Grants Committee in September 2019. The clarification letter will be reviewed by John Black and Melissa Van Hook prior to release.

H. Transition Age Research- ISA

Erica McFadden briefed Committee members on the Transition Age Research proposal submitted by the Sonoran UCEDD. She explained how the project would build on prior research to create a statewide assessment of transition services in Arizona in order to identify exemplary practices, areas of need, and recommendations for improving post-school employment rates for youth with disabilities. Information will be gathered from stakeholder groups in twelve representative school communities, statewide, using qualitative data collection strategies. The plan is to use schools of varying sizes and geographic locations including: 3 urban, 3 suburban, 3 rural, and 3 tribal schools. A statewide survey will also be conducted to gather additional information and supplement what is learned at the 12 schools. The project and research may be presented at the Transition Conference in 2020 as well as to the Council next year.

The two items to be adjusted were provided by the Sonoran UCEDD, so an updated proposal with a timeline and budget that showed match was received and adequate by staff.

Chairperson John Black called for a motion to approve the Transition Age Research proposal in the amount of \$75,000. Motion was made by Jason Snead; seconded by Melissa Van Hook. The motion carried.

I. Inclusive School Recreation- ISA

Erica McFadden explained that the Inclusive School Recreation proposal submitted by Arizona State University came out of the Request for Information (RFI) process and was initially going to be used to spend down any remaining Council funds. She went on to explain that the project has been scaled down from the \$185,000 that was initially proposed, to now \$120,000 with an option to expand the scope of work for an additional \$65,000.

Erica McFadden gave an overview of the project and how it aims to expand and advance Therapeutic and Inclusive Recreation Programming (TIRP) in Arizona schools by analyzing current policies and administrative practices in the state, as well as integrating individualized TIRP programming in two Phoenix elementary schools. Students will gain the knowledge and skills they need to interact by participating in recreation-based interventions that promote communication, social interaction, problem solving, behavior regulation and physical health. At the end of the first year, a final report presenting the findings will be shared with the Council.

There was further discussion regarding the length of the project and the amount that would be voted on. It was determined that the vote would only be for first year funding in the amount of \$120,000 and, depending on performance, the project would be eligible for renewal funding for a second year. Project monitoring and narrative reports were mentioned as ways to ensure expectations are being met during the first year, if the final report is not ready by May 2020. Kelly Ramella from ASU was available in person to answer any questions and stated she and her staff are excited to partner with the ADDPC and roll out this project.

Chairperson John Black called for a motion to approve the Inclusive School Recreation proposal in the amount of \$120,000. Motion was made by Jason Snead; seconded by Melissa Van Hook. The motion carried.

J. Contract Renewal Status/Review

The process for the Council to renew any contract will now go through an approval process by the Grants and Executive committees before a renewal application is sent to the contractor. In order to provide information to the committees staff provided an overview of two contractor's whose contract will end on September 30, 2019. Both City of Tempe and Southwest Institute for Children and Families provided a brief summary of their project to date, accomplishments, barriers and strategies to address those barriers is addressed. In addition, the committee is informed of the grants dollars spent to date. A motion was made by Melissa Van Hook; seconded by Jason Snead. The motion carried.

K. Project Pending/Proposals Forthcoming

Michael Leyva provided an update on both the Customized Employment and Job Developer Certification Program that the Council will partner with Vocational Rehabilitation (VR) with. He explained that VR has engaged with Workforce Innovation and Technical Assistance Center (WINTAC), Youth Technical Assistance Center (Y-TAC), and Griffin-Hammis staff in a pilot project to train and lead stakeholders in the development of a sustainable Customized Employment model. There has been a delay in getting a proposal for this project, but a meeting has been scheduled on Tuesday, June 25, 2019 to discuss next steps.

Michael went on to explain the training for job coaches and job developers and how the focus will be on knowledge gains, resource sharing, problem solving, and intensive skill development related to the implementation of supported and customized employment services. The training demonstrates how assessment and discovery process contributes to a good job match, as well as the instructional strategies and supports essential for job success after placement. Michael has been working with Wendy Parent-Johnson at the Sonoran UCEDD to see if a partnership with the Council and VR is possible on this project. This will also be discussed at the June 25th meeting.

Sarah Ruf, staff member, briefly joined the meeting to give an update on the Council's Website Development. She is working to provide the Department of Administration (ADOA) the information they need to bid out the project. There was discussion about functionality testing prior to the website going live. The ADOA are aware the Council would like to have a contract in place before September 30, 2019.

Marcella Crane gave an update on the Inclusive Recreation RFGA. An evaluation committee recently met earlier this week to review nine proposals. Two will have further clarifications. The evaluation committee will meet next in July and have their recommendations ready for the Grants committee in September 2019.

Marcella Crane also gave an update on the grant solicitation that was addressing Inclusive College/Think College. One application was received and has been reviewed by the Grants Committee. Several concerns exist with the proposal and staff will draft a clarification letter to be reviewed by Matthew Isiogu, Chair of the Grants Committee, prior to submission. The proposal and any subsequent information received will be further reviewed and voted on at the next Grants meetings in September 2019.

L. Contingency Planning Projects

Lani St. Cyr gave an overview of the four projects listed as contingencies. It was explained that these projects are not up for voting at this stage but may need to be considered if there are remaining funds to be obligated by September 30, 2019.

- ASU Inclusive Recreation Expansion was briefly discussed earlier in the agenda as an option.
- The Transition in Action project to be completed by the Sonoran UCEDD is part of the Council's 2020 workplan but can be moved up to an earlier year if needed. The Sonoran UCEDD has submitted a draft proposal for this project, and it can be finalized by the next Grants Committee meeting.
- Additional Sex Abuse Research is being proposed because the two top scoring proposals submitted under the RFGA were both well received by the outside evaluation committee. The methodology being used to conduct the research was considered different enough to warrant the additional research. There was some additional discussion about the differences in methodology and ensuring that no duplication is done if additional research is conducted.

M. 2020 Planning-Council Feedback & Goal Update

Erica McFadden stated that four individuals have provided input to the proposed 2020 state plan. Erica will provide the full Council an update for them to consider various options and vote. Options include to add a new goal to address sexual abuse of children and adults with I/DD and new objective under the Goal or propose new objectives under an existing Goal.

N. Full Council Agenda Review

Erica McFadden reviewed the agenda for the upcoming full Council meeting on Friday, June 28 at 10:00 AM. Staff provided clarification to agenda item M – Contingency Planning Projects and expected dollar amounts that may be available.

Adjourn

Vice Chair Melissa Van Hook adjourned the meeting at 10:45 a.m.