



## GRANTS AND CONTRACTS COMMITTEE

Friday, November 2, 2018

9:00 A.M. – 11:00 A.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 Friday, November 2, 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.

Members Present	
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Matthew Isiogu, Chairperson, In-person

Monica Cooper, Telephone

Tom Uno, Telephone

Members Absent	
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David Copins

Lori Masseur

Staff	Guests
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Erica McFadden, Executive Director

Lani St. Cyr, Staff

Marcella Crane, Staff

Michael Leyva, Staff

Sarah Ruf, Staff

Julie Whitaker, Staff

Tracey Slauterbeck, Intern

Caden Gillespie, ASU Student of Public Affairs

#### 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 9:00 a.m. Roll call and participant introductions were completed.

#### B. Minutes from June 8, 2018

Chairperson Matthew Isiogu asked members if they had a chance to review the minutes and if there were any changes. Matthew asked for a motion to accept the minutes as written. 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 2016 funds were fully liquidated and FY 2017 funds were fully obligated. She explained the FY 2019 revenue of \$1,446,620 was an estimate and the first award was received in the amount of \$118,906. It also reflected \$133,742 obligated in FY 2018. This amount was underrepresented due to the transition of a new state procurement system which has delayed some projects from being obligated.

The Council Funded Project document highlighted the current contracts by goal area. Marcella Crane gave additional detail on the status of contracts with outstanding items or concerns. Also, one of the projects was identified under the wrong goal area and will be corrected.

Finally, the Budget Recommendation document highlighted the items to be funded in the next year with FY 2018 and FY 2019 funds. There was discussion of the availability of undedicated funds to go towards the Request for Information proposals to be reviewed later in the agenda. It showed the projects that had already been budgeted for and incorporated in the Council workplans. No action was taken on this item.

**D. NAU/IHD PLAY Proposal**

Tom Uno gave a summary of the PLAY (Play and Language for Autistic Youngsters) proposal submitted by Northern Arizona University's Institute for Human Development. PLAY is an evidence-based intervention that increases positive interactions, reduces negative behaviors, and integrates students in appropriate interactions with their peers.

The Teaching PLAY intervention will be implemented in preschools in two school districts on the Navajo Nation, Tuba City and Chinle Unified School District. The intervention will consist of 6 half-day classroom visits by the Project Consultants, 3 in the Spring semester and 3 in the Fall semester. Additionally, the Project Consultants will meet with parents of the children in the intervention 1 to 2 times over the summer. Various assessments will be conducted as well as a satisfaction survey. There was a question to the number of students with Autism Spectrum Disorder that will be served under the program, which will be followed up on during discussion at the next Executive Committee meeting.

The Committee felt the project had already received Council approval. The proposal was reviewed only to provide additional information. No action was taken. The proposal moved forward to the Executive Committee for consideration of funding in the amount of \$45,483.

**E. Scope of Work- Community Inclusion Index**

Erica McFadden briefed Committee members on a scope of work for a Community Inclusion Index project. The index will provide a graphical representation of disability data using indicators or measurements that describe conditions, simplify complex data, measure progress, and track trends over time. This is important to assure Arizona is moving towards advancing community inclusion of people with developmental disabilities. Data will be

aggregated in many different areas, including: housing, transportation, poverty, education, and employment.

There was discussion around the collection of data on a county level as well as if there could be a national or regional approach. It was suggested that staff reach out to other DD Councils to check for potential collaboration. The expectation is agreements might be considered with other state agencies for their cooperation at gathering data, but under the FOIA this type of request is usually complied. Finally, it was clarified that the ongoing maintenance of the index would be done by student interns.

The Committee stated the Scope of Work had already received Council approval in the amount of \$50,000 and will be forwarded to the Executive Committee for further consideration. No action was taken.

**F. Request for Information-Proposal Review**

Committee members reviewed 34 Request for Information (RFI) proposals submitted. Many of the RFI proposals fit within Request for Grant Applications (RFGA) the Council has already determined will be released next year.

The first 13 proposals fell within the Conference/Training category. Seven of these proposals were recommended by the Committee to be included in the formal RFGA process for funding. Topics included: foster parent training, inclusive games, nutrition/exercise, service animals, speaker fees, secondary education, and working with faith-based groups. Two were recommended to hold off on, to either get additional information or work with community partners. Four proposals were not recommended to move forward.

One proposal fell within a Customized Employment RFGA, however, the Committee felt it was more appropriately funded at the agency level.

Four proposals fell within the Expanded Employment RFGA area. Two of these were recommended to move forward and focused on: training and job placement, and business employment training. The two proposals not recommended, either needed additional follow-up by staff or should have been covered through prior contracts.

Two proposals were submitted by a family advocate. They focused on transition programs and Community College. The Committee determined collaboration would be appropriate for one and the other would fall under the Think-College RFGA.

The next two proposals fell within a Recreation RFGA. The first was around K-12 student recreation and was recommended to move forward. The second was thought to potentially be a direct service, so was not recommended.

The next six proposals did not fall within an identified RFGA for next year. The Committee decided it wanted to hold off on three of the proposals and have staff do additional research

or make outside connections. The other three proposals were not recommended to move forward for funding.

The final six proposals also did not fall within an identified RFGA, but most did not request funding. Two of the six were not recommended. Two were recommended for non-funded advocacy and community engagement projects regarding bike infrastructure and adult home care. The remaining two were recommended for non-funded intern research on transportation and developmental disability data for city services.

The Committee took no action on the RFI recommendations.

**G. 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 10:57 a.m.