



GRANTS AND CONTRACTS COMMITTEE

Friday, June 8, 2018

9:00 A.M. – 10:00 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, June 8, 2018 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	Tom Uno, Telephone
Cindy Findley, Telephone	Monica Cooper, Telephone
David Copins, Telephone	Lori Masseur, Telephone

Members Absent

Jamie Edgin

Staff	Guests
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Erica McFadden, Executive Director	Delanie Pacheco, Intern
Lani St. Cyr, Staff	
Marcella Crane, Staff	
Michael Leyva, 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 9:02 a.m. Roll call and participant introductions were completed.

B. Minutes from April 27, 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 the full award for FY 2018 was received, totaling \$1,446,620. It also reflected the \$218,250 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 as well as the contracts that would be concluding June 30, 2018. There was some discussion about invoicing and ensuring vendors can spend their awarded funding as their contract concludes. Also, an overview of the projects that have received Council approval but have yet to be obligated were covered. Erica McFadden gave a quick update on the Morrison Institute contract compliance concerns.

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. No action was taken on this item.

D. Self-Advocacy Contract Renewals

Marcella Crane gave a summary of the renewal proposals submitted. The Equal Native Youth Voices program, conducted by the Native American Disability Law Center, focuses on developing advocacy and leadership skills in young Native Americans with disabilities by increasing their understanding of legal rights and developing the skills necessary to speak for themselves and take control of the choices in their lives. The project focuses on an underserved community in a rural area. In working with the Greyhills Academy they were able to exceed their student participation from the expected 10 to 21 students. However, there were some barriers including: transportation, removing students from class, lack of parent/family involvement, inability to have students meet with the Navajo Nation Youth Council and in setting up a Facebook page.

The proposal for the second year would continue at the Greyhills Academy as the relationship with the Law Center is strong, however, the Committee had some concerns regarding the number of new students that would be participating versus the number of students with prior participation. The Committee asked that staff request clarification on the participation of new students in the program. Pending the clarification response, there was a motion to approve the Native American Disability Law Center renewal proposal in the amount of \$32,844 by Tom Uno; seconded by Lori Masseur. Motion carried.

The next renewal proposal was for the Lead the Way-Phase II program, conducted by the Spina Bifida Association of Arizona, which reaches transition age youth with I/DD and pairs them with adult self-advocates to develop the skill sets needed to become active in their community through application to, participation in, or establishment of boards, coalitions or groups.

The second year of the program will be expanded to have one workshop in Tucson and another in Phoenix as well as including transitioning youth between the ages of 14 and 18. They had a high success rate, with 100% of the 15 clients completing Module 1 of the

program participating in roles within boards, coalitions, or groups. As well as 4 participants assisting as mentors or active in presentations for Module 2 of the program.

A motion was made by Monica Cooper to fund the renewal proposal at \$30,600. Cindy Findley seconded the motion. Motion carried.

E. RFGA- Conference Sponsorship

Committee members were briefed on the draft scope of work for a competitive solicitation for the Council's sponsorship of conferences and trainings. It was explained that this would be an annual solicitation to address the various requests received for the funding of events with an I/DD focus. There was discussion about how to address events that have been previously funded, as well as the total amount for the RFGA and maximum award amount per applicant. It was determined that this solicitation would be in the amount of \$50,000 with a maximum amount of \$5,000 per award with multiple awards considered.

A motion was made by Tom Uno to approve the scope of work and dollar amount. Monica Cooper seconded the motion. Motion carried.

F. RFI- Latino Conference

Committee members were given information on the 2018 Disability Forum and Expo hosted by the Arizona Latino Council on Disabilities to be held on Saturday, September 8, 2018 at Alhambra High School in Phoenix, AZ. The event will offer workshops topics ranging from living a healthy lifestyle, support systems for caregivers, understanding disability benefits and services, special needs trust, youth transitioning, creating an immigration plan, and work incentives. It was explained that this conference came in under the RFI (Request for Information) process but would fall outside of the RFGA process. After reviewing the various sponsorship level options available the Committee decided to fund the event at the Silver Sponsor level of \$3,000.

A motion was made by Tom Uno to fund the 2018 Disability Forum and Expo in the amount of \$3,000. Monica Cooper seconded the motion. Motion carried

G. RFGA- Supported Decision Making

A draft scope of work was discussed for Supported Decision Making. The language was based on what Georgia is currently doing and will focus on creating a pilot program for persons with I/DD who are at risk of having limited or full guardianship imposed. The program will educate persons with I/DD, their families/caretakers, court personnel, and other stakeholders on the importance of Supported Decision-Making as a viable option instead of guardianship for people with I/DD. This solicitation idea came out of the RFI process and was discussed as a potential future contract priority by the Full Council Meeting on May 18th, 2018. There was discussion around the advisory group for this project regarding who would serve on it and how the recommendations coming out of the group will be shared with the Council.

It was suggested that language be added to allow Council members and Agency representatives to serve on the advisory group and clarifying the plan and how recommendations will be developed for statute changes as part of this project. There may need to be further program assessment as well.

A motion was made by Monica Cooper to approve the scope of work for the Supported Decision-Making solicitation with the suggested language changes, in the amount of \$60,000. Lori Masseur seconded the motion. Motion carried.

H. ISA-Department of Education

Committee members were briefed on a Request for Information that was submitted by the Arizona Department of Education (ADE)-Early Childhood Unit for a multi-year project. The project would focus on strengthening parents' knowledge of legal rights and advocacy by creating a family-professional partnership that would then create an inclusion campaign to be delivered regionally and statewide. There was further discussion and clarification on the details of the project.

A motion was made by Tom Uno to develop language for an ISA with ADE based on the RFI proposal in the amount of \$50,000. Monica Cooper seconded the motion. Lori Masseur abstained. Motion carried.

I. PO- Self Advocacy Facilitator

Erica McFadden gave an overview of the work that has been done to get existing self-advocacy groups in Arizona together and the challenges they face. These groups have suggested that an outside facilitator could assist in overcoming some of the barriers they are facing. It was recommended that a PO under \$10,000 be generated for a facilitator that would be tasked with working with the various self-advocacy groups that already exist by providing technical assistance, help with recruitment, along with assistance overcoming barriers and collaborating better. It was determined this item will have further discussion and action at the Executive Committee Level. No action was taken on this item.

J. RFQ- Employment Research Update

Macella Crane gave an update on the Employment Research RFQ and explained that the evaluation of the proposals has been completed, a vendor has been selected and DES Procurement is in the final negotiation process. The selected vendor cannot be disclosed yet, but the proposed project amount has increased to approximately \$66,000 from the \$58,000 that was approved by the Council when the project first went through the internal approval process. No action was taken on this item.

K. 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 10:42 a.m.