



EXECUTIVE COMMITTEE

Friday, March 11, 2022

9:00 AM – 10:30 AM

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

MINUTES

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened virtually March 11, 2022. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
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Melissa Van Hook, Chairperson

J.J. Rico, Vice Chair

Monica Cooper

Kelly Roberts

Mary Slaughter

Members Absent

James Rivera

Staff	Guests
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Jon Meyers, Executive Director

Marcella Crane, Staff

Steve Freeman, Staff

Michael Leyva, Staff

Jason Snead, Staff

Lani St. Cyr, Staff

A. Call to Order/Welcome:

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 9:03 a.m. Roll call and participant introductions were completed. Jon Meyers was welcomed as the new Executive Director of the Council and began on March 7, 2022. Jon is familiar with the work of the Council, many of the Council members and staff, and looks forward to continuing the work.

B. Minutes from December 17, 2021 and January 14, 2022 Meetings:

Chairperson Melissa Van Hook asked for a motion to accept both minutes from December and January Executive Committee meetings. The motion was made by Monica Cooper, seconded by Mary Slaughter. The motion carried.

C. Fiscal / Contract Update:

Lani St. Cyr reviewed the ADDPC Financial Update. The Council has approximately \$125,500 in FY 2020 funds remaining to be spent. The Administration for Community Living (ACL) has provided a one-time no cost extension for FY 2020 funds. Under this directive the obligation and project periods have been extended through September 30, 2022. The liquidation of funds and submission of final reports will need to be completed by December 31, 2022. There currently is no extension for FY 2021 funding.

The Council has received the full allotment for FY 2021, in the amount of \$1,500,930 and has received a reallocation of FY 2021 funds from Puerto Rico in the amount of \$34,412, bringing the Council's total funding for FY 2021 to \$1,535,342. It has fully obligated the award amount and has met the September 2022 deadline; however, the work must be completed within the same timeframe. The Council has until September 30, 2023, to liquidate FY 2021 funds. Approximately \$1,142,964 remains to be liquidated.

The Council has received the second allotment for FY 2022 in the amount of \$314,700. This brings the total amount received to \$576,178. The FY 2022 award amount is currently estimated at \$1,500,930, but the final award amount is still unknown. This amount is level to FY 2021 funding excluding the Puerto Rico reallocation. The obligation and project period are through September 30, 2023, with the liquidation of funds through September 30, 2024.

Next, an update was given on the additional award of \$84,288 received for COVID-19 specific projects and vaccine hesitancy. These funds are being tracked and reported on separately. The funds must be obligated, and work completed, by September 30, 2022. To date the Council has spent \$21,734 and has encumbered \$56,826, which leaves an available balance of \$5,728.

Next, the Council Funded Projects sheet was reviewed. The Committee was informed the staff worked with DES Procurement for a no cost extension to September 30, 2022, for the Arizona Center for Disability Law's Special Education Advocacy Project (SEAP). A no-cost extension was approved, but DES Procurement is still working with ACDL on insurance requirements. As previously reported, there was a delay in the official March 1, 2021, start date, due to the insurance requirement. The work truly did not begin until August 2021.

It was explained the Sonoran UCEDD-Transition AHEAD Roundtable had a delay in subcontractor billing, but they are expected to spend the full award amount. The City of Nogales-Inclusive Recreation contract was extended through March 31, 2022. The City of Nogales is still waiting for approval of the grant application from the National Park Service, which is also involved in the project. Staff has been in contact with the director of Parks and Recreation to ensure they can obligate and spend the grant dollars. They stated as soon as they do, they'll be breaking ground and obligating the funds. Staff will continue to reach out to City of Nogales to get updates. Committee members expressed they want staff to offer an extension if able to, as this is high need, rural and Hispanic community. Also, Prevent Child Abuse Arizona let staff know they were having issues meeting their match requirement, as most of the match was coming from

donated space and their trainings have been virtual. They have reduced their budget from \$36,380 to \$28,525 to adjust for this. There have been a couple of other budget revisions, but these involved shifting funds between line items rather than changes to the overall budget amounts.

Finally, the Budget Recommendation document showed items to be funded based on the workplan recommendations. The two renewal projects and the three Scopes of Work were highlighted and budgeted for. It showed a surplus of funds available for new projects with anticipated FY 22 and FY 23 funding. Ideally FY22 funds will be fully obligated by September 30, 2022, so work can be completed in the second year. A Request for Information (RFI) process was conducted and has identified potential funding options for remaining funds available. Jon will provide more details on that process next.

D. Executive Director Report:

• **Programmatic Progress Reports 2020 & 2021:**

PPRs for both fiscal years 2020 and 2021 were submitted on February 28. Thank you to staff and Erica for providing all the information to complete the reports. These reports are based on the workplan for each fiscal year. We will hear from ACL on any clarifications they may require in a few months.

• **State Plan 2022 – 2026 Federal Feedback:**

ACL has provided Councils feedback on the five-year plan that was submitted last year. For AZ, our Comprehensive Review and Analysis (the data collection for AZ) was deemed thorough and complete. Thank you, Erica! There are a few minor areas that we need to clarify, including:

- Council membership; updating the current list of membership
- DSA questions. The Designated State Agency is DES and the feds just need verification that we're "grandfathered in" as DES also provides DD services.
- Three of the Council's goals need to be measurable and timebound; so, the language will be adjusted to meet that requirement.
- Need to be more specific on the Self-Advocacy requirement and Target Disparity population.

• **Covid 19 Public Health Workforce within the Disability Network:**

DD Councils received notification of the additional monies for Covid-19 response in the amount of \$95,319 from the American Rescue Plan Act (ARPA) of 2021. These are one-time funding awards and funds must be used by September 30, 2024, to cover wages and benefits for public health professionals (directly or through contract) as well as the costs associated for equipment, training and supplies.

• **RFI Update:**

The Request for Information (RFI) process is a placeholder for approved ideas that can possibly be added to the Council's workplan. These ideas are not approved for funding nor are these full proposals. As needed, the RFI process allows the community and partners to

provide an idea of what is currently a need for the Council to consider. The Council will have to vote on any of these RFIs to add to the State Work Plan, along with identifying funding and contract method.

This past year, we released an RFI process, and 36 brief proposal ideas were submitted in December 2021. An ad-hoc committee was formed to review and consider which ones to set aside as contingency options for further consideration by the Council. Staff thanks Council members Ben, Vijette and Kin on their feedback.

Fourteen were not reviewed by the ad-hoc committee as they did not meet the requirements or were not able to be funded through any means. The following RFI's were selected and can be considered by the Council:

1. ASU Student Accessibility and Inclusive Learning Services. RFI addresses the Goal Inclusion with a focus on transportation. RFI proposes to partner with Dot, Inc., to create a "smart hub" pilot, a barrier-free smart campus at ASU's Thunderbird School of Global Management and the Beus Center for Law and Society, that can be expanded throughout the existing structure. By using technology and apps that can be downloaded on a person's mobile phone, barrier free kiosks will be implemented throughout the campus utilizing 3D map-based operation SW development/Kiosk HW. Dot Kiosks feature the following capabilities: Auto high adjustments, Sign language, Tactile display, 3D Mapping inside the campus, AI voice recognition, Physical keyboard, Speaker & Earphone, and UI/UX (SW). Approximate cost \$60,000.
2. DES Refugee Resettlement Agency. RFI addresses the Goal Inclusion. Partner with refugee agencies that need a host of services for refugees with I/DD diagnosis, such as assistance with Education services including distance learning, assistance with navigating special education, and support for a refugee advocate that can accompany the families attending IEP meetings and serve as a liaison to a school district. Create videos that explain AZEIP and IEPs in various languages. Electronic devices to help provide on the spot translation services via voice input or map services. Approximate cost up to \$100,000.
3. NAU/IHD UCEDD. RFI addresses the Goals System Access and Navigation and Self-Determination. The RFI proposes the "Parenting with a Disability Project" to support individuals with I/DD and family members who want to have children or who are already parents, but need information, resources, advocacy assistance and peer mentoring to succeed. The project will be in two phases: Phase 1: A needs assessment via a survey to disability organizations to determine if/how state agencies and nonprofit organizations currently address services that support parenting with a disability. Phase 2 will be to create parenting resources that target individuals with I/DD and their families, delivered through a series of webinars and/or in-person events that will provide topic-driven information on parenting with a disability to individuals with I/DD and those that support them. Approximate cost \$60,000.

4. Raising Special Kids. RFI addresses the Goal System Access and Navigation. The RFI is to conduct a statewide assessment with local disability and healthcare agencies to better understand the barriers encountered by women who have a disability (physical, mental or intellectual) and who are pregnant or desire a pregnancy. Barriers to assess include access to care; resource or educational information regarding pregnancy, delivery, etc.; peer education and support; and providers who are educated specifically about caring for women with disabilities. Information from this assessment will allow all groups to have more awareness of the needs pregnant women with a disability face so that appropriate education and resources are available. Approximate cost up to \$100,000.

E. Grants Committee Report:

Marcella Crane reported on 3 items. The UA Sonoran UCEDD year 3 renewal for the Transition AHEAD or TAR project has shown good outcomes and success. They are asking for \$120,000 for the final year that will begin April 1, 2022.

Transition In Action (TAR) is a best practice project modeled from the UCEDD in South Dakota, that aims to address the transition needs and outcomes for youth with disabilities ages 14-20 and their families in Arizona. The goal is to provide a space for youth and their families to explore and discuss their interests, goals and barriers to a successful adult transition. In year 1, they met the goal of working with 6 transition age youth and their families, but due to COVID, all meetings were held virtually using the telehealth model, and thus the project had to revamp the way it would interact with participants and partners. Adjustments were made to ensure it was successful in year 2. To date, UA continues to document the success of the project, increasing the total number of participants to 20, including 9 Native American youth and outreach to Hispanic families and those that live in smaller, rural communities and in urban Phoenix. As of the submission of this proposal, 15 youth with disabilities have participated and families report the experience was helpful to their child by increasing their expectations, expanded goal-setting and growing independence and self-determination skills increased. School liaisons shared a noticeable impact on students thinking more about ways to accomplish their own goals, and more interest in classes and training after high school, and more personal interests due to the experience with TAR.

Activities planned for year 3 focus on making the project sustainable by establishing a fee for service modality within state agency systems to provide funding for on-going sustainability beyond the project. They also plan to work with the Deaf and Hard of Hearing community and youth in the foster care system, and youth for whom English is not their first language. Other expansion points include establishing culturally responsive elements and expanding referral sources from schools only to Vocational Rehabilitation and Developmental Disability Agencies. Staff has been in place within the Sonoran UCEDD and from many partnerships that participate and provide feedback for any changes to make. Partnerships include Sonoran UCEDD Peer Mentors, Tohono O'odham Community College Disability Resource Specialist, DD agency representative, Ability360 benefits specialist, Direct Resource & Advocacy Center representative, Voc. Rehab. representative and Raising Special Kids family advocate.

The Sonoran UCEDD has implemented an outcome evaluation process that includes feedback in a follow-up survey after 60 days by participants and youth, and then a 6-month follow-up. They continue to track the data from all participants and will provide that information in their final reports to the Council. Partners also provide feedback on the project and will share the project with potential families.

With no questions by the committee members, Melissa asked for a motion to approve the Sonoran UCEDD Year 3 TAR project. The motion was made by J.J. Rico and seconded by Monica Cooper. The motion carried.

Next, Marcy briefly discussed the self-advocacy contract with Southwest Institute for Families and Children (SWI) and concerns staff has with meaningful objectives and expenditures of funds by some of the smaller advocacy groups. The contract has been given a no cost extension twice and will expire March 30, 2022. With Jon Meyers on board, staff will have further discussions about this contract and how to proceed with it and, overall, how to meet the self-advocacy mandate.

Last, Marcy asked both Michael Leyva and Jason Snead to brief the Committee on the draft scopes of work. Michael gave an overview of two draft Scopes of Work (SOW) including one around Refugee Research and another on a Vocational Rehabilitation Study. Jason stated he drafted one training for Plain Language for state agencies. They both offered summaries of the tasks, deliverables, and qualifications required for applicants and how they were determined. Until the Scopes of Work are finalized by staff and formally released, the drafts could not be publicly shared.

F. Full Council Meeting Agenda Review:

Melissa reviewed the agenda for the upcoming Full Council meeting. No changes were offered. The agenda and meeting documents will be posted on the Council website. The meeting is Friday, March 18, at 10:00 a.m.

G. Announcements:

None were made.

H. Call to the Public:

No public members attended.

I. Adjourn:

A motion to adjourn was made by Monica Cooper, seconded by Mary Slaughter. The motion carried. The meeting adjourned at 10:30 a.m.