



FULL COUNCIL MEETING

MINUTES

Friday, November 19, 2021

10:00 A.M.: – 12:00 P.M

3839 North Third Street, Suite 306

Phoenix, Arizona 85012

Pursuant to A.R.S. § 38-431.01 (G), the Arizona Developmental Disabilities Planning Council and its standing and ad-hoc committees may obtain public comment if it so desires. A formal call to the public will take place at the end of the meeting. Members of the Board may not discuss items that are not specifically identified on the agenda. Meeting was conducted by teleconference.

Council Members Present

Melissa Van Hook, Chair

J.J. Rico, Vice Chair

Laura Bellucci

Kin Chung-Counts

Michael Coen

Meghan Cox

Bianca Demara

Vanessa Felix

Erik Jensen

Benjamin Kauffman

Monica Cooper

Katharine Levandowsky

Kristina Lopez

Kristen Mackey

Gabriela Orozco

Wendy Parent-Johnson

James Rivera

Kelly Roberts

Vijette Saari

Mary Slaughter

Council Members Absent

Scott Lindbloom

Janna Murrell

Mateo TreeTop

Council Staff

Erica McFadden, Executive Director

Marcella Crane

Steve Freeman

Michael Leyva

Lani St. Cyr

Jason Snead

Member of the Public

Kelly Ramella, Clinical Associate Professor, ASU School of Community Resources & Development

Allison Ross, Assistant Professor, ASU College of Health Solution

Sherri Wince - Chief Strategy Officer for the Department of Economic Security

A. Call to Order/Welcome and Introductions

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Meeting started at 10:02 A.M. Introduction of Councilmembers and roll call completed.

B. Minutes from September 17 Meeting:

Chairperson Melissa Van Hook stated the minutes had several errors and were discussed with Erica McFadden and corrected. Chairperson Melissa Van Hook called for a motion to approve the corrected minutes. Monica Cooper made a motion, seconded by Vanessa Felix. The motion carried.

C. ASU Therapeutic Inclusive Recreation:

Erica provided an overview of ASU's Therapeutic and Inclusive Recreation Programming (TIRP) that took place over 2 years in two Phoenix middle schools. Kelly Ramella and Allison Ross, from Arizona State University, presented a PowerPoint presentation on the purpose of TIRP and evaluation data. The purpose of TIRP is for all students with and without disabilities, benefit from participation in recreation activities for physical, social, academic, and emotional development. It was developed to foster school connectedness and valued involvement among all youth in school. In collaboration with the schools, TIRP was led by recreational therapist and ASU Students in graduate school. Because of Covid, virtual recess, classroom and small group sessions were held. In year 1, TIRP took place in two Title I schools where 40% or more of the students are qualified to receive free or reduced lunch. The schools are Village Meadow and Madison School District for 5th/6th grade students. At Village Meadow School WOW Wednesdays took place consisting of four-45 minute therapeutic/inclusive recreation programs, provided one time per week with both grades, focused on building social skills, empathy, and problem solving. At Madison School Rockin' Recess took place consisting of two voluntary 20-minute inclusive recreation programs, twice a week with both grades during recess time. Sessions help students build social skills, peer support and self-determination. Year 1 also included focus groups with school staff and student surveys and journaling. In year 2, the TIRP programming took place in one school and focused on professional preparation and survey, and student survey with the goal to use the data to mobile communities to advocate and advance TIRP. Council members appreciated all the work that Kelly, Allison and the graduate students did, especially during a pandemic. Kathy Levandowsky stated this should be in childcare centers to start early; Kin Counts stated the age of participants should be expanded; and Vijette Saari stated she would welcome collaboration of this project between ASU and First Things First. The ADDPC would be glad to provide a letter of support to Kelly as they applied for funding to scale up the project.

D. Fiscal/Contract Update:

Lani St. Cyr, Fiscal Manager, provided an update on the Council's fiscal and contract status.

- For FY 2019 there is approximately \$1,772 remaining to be spent by the end of this December (2021). This amount should be fully liquidated by the end of the Month.
- For FY 2020 there is approximately \$317,000 remaining to be spent.
- The Administration for Community Living has provided a one-time no cost extension for FY2020 funds. Under this directive the obligation and project periods have been extended through September 30, 2022. The liquidation of funds and final reports will need to be completed by December 31, 2022. There will be 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 reallocation of FY2021 funds from Puerto Rico in the amount of \$34,412, bringing the Council's total funding for FY 2021 to \$1,535,342.

- For FY 2021 there is an over obligation of approximately \$19,580, but this will either cover unspent contract awards and/or be obligated with FY2022 funds once received. We have met the September 2022 obligation deadline, but the work must be completed within the same timeframe. We have until September 30, 2023, to liquidate FY21 funds.

ADDPC Covid-19 Award Update

- The Council has received an additional award in the amount of \$84,288 for COVID-19 specific projects. These funds are being tracked and reported separately. The funds must be obligated and work completed by September 30, 2022.
- To date we have spent \$14,391 and have encumbered \$68,671, which leaves an available balance of \$5,728.

Council Funded Projects

- This sheet shows we have granted the City of Nogales-Inclusive Recreation project an additional 3-month no-cost extension through March 31, 2022.
- NAU/IHD- Adaptive Recreation Year 2 project received a 5-month no-cost extension through April 30, 2022.
- The formal request for the Sonoran UCEDD-Sexual Abuse Research project to get another 3-month no cost extension has been granted making it 6-months in total.

Arizona Developmental Disabilities Planning Council Budget Recommendation

- This sheet shows the projects that are in the Council's workplans and the anticipated funding year they will be paid from.
- It has been updated to reflect the new goal areas identified on the new 5-Year State Plan
- The NAU/IHD Post-secondary demo program renewal is highlighted on this sheet and is budgeted for.
- This sheet shows that we anticipate having surplus funds available for new projects with anticipated FY22 and 23 funding. Ideally FY22 funds will be fully obligated by September 30, 2022, so work can be completed in the second year.

E. NAU/IHD Post-Secondary Education Pilot Renewal:

NAU-IHD is being considered for a third-year contract renewal for \$100,000 for its Think College model. The goal of the project was to implement a model that would allow students with IDD to get the supports they need to be successful in college. The model came from Hawaii. It's a person-

centered model that follows along the student to provide the support they need. The first two years they staffed up the project and began implementing the project. They've been successful in getting additional funding through a U.S. Department of Education Transition and Postsecondary Programs for Students with Intellectual Disabilities (TPSID) 5-year grant, but that funding only supports students with I/DD not DD alone. And it doesn't provide tuition support costs. This second year of funding supported 5 students to attend school and the model has expanded to include Coconino Community College, Mohave Community College, and Pioneer College. This past year the project helped a student to be able to enroll in school by providing advocacy with VR for this student to attend to obtain a certificate program as opposed to full time but missed the deadline for VR to pay for tuition. Council funds were able to support tuition costs the first semester. They plan to expand professional development and work with AZ Western College in Yuma next year and expand students' participation to up to 20 students. With TPSID funding they would be able help 100 students. Mike Leyva said that their interagency team had at least 15 interagency teams to advise. Sakenya McDonald is the project director and does a good job communicating and bringing people together. There was not a lot of feedback from the evaluations this year – only 2 out of 5 students completed it. NAU-IHD is going to modify the evaluation to show the real impact of the project on the students. Kelly offered some key points and responded to Vanessa's comments about expansion to Yuma. Kelly stated the relationships need to be established in the next year for the project to succeed and it would be important if people from the community are hired to run the project. A motion was made to renew the Think College program for Year 3 at \$100k by Vijette Saari. The motion was seconded by Vanessa Felix. Kelly Roberts and James Rivera abstained. The motion carried.

F. Committee Report Out:

1. Executive: Succession Plan Draft; and Executive Director Job Description; Work Plan Monitoring: Melissa Van Hook sat in on national council meetings and became nervous when she heard from other councils about the need for succession plans, and ADDPC doesn't have one. This had been on the agenda back in May but had to be tabled due to all the work that had to be completed with the 5-year plan. Melissa thanked J.J. Rico for spearheading this document and looking at the model developed by the Texas council. He presented a draft of the Succession plan and is seeking input and a vote. Main points covered in the Succession Plan includes the following: The plan is to be transparent and available for Council or staff if something should happen to the executive director. Using the Texas model, J.J. inserted ADDPC by-law language and requirement of AZ's HR policies. This plan includes staff input, and a separate committee from the Council to help with recruitment, as required in our bylaws and not the sole responsibility of the Executive Committee. It's important to include some staff since they are more knowledgeable about day-to-day work load and challenges the executive director may face. The succession plan also includes the outgoing executive director helping to transition the new hire so the new executive director has the information they need to ensure a smooth transition. Kristen Mackey stated that all of the staff's job positions should be updated on a regular basis. Erica replied that this has already been done. Kathy Levandowsky stated that staff job descriptions should not be included in the Executive Director's Succession Plan. Erica agreed and stated that she reviews the job description for each staff during annual performance evaluations. Job raises or re-classifications also need to be addressed separately with assistance from DES HR.

A motion was made to approve the draft Executive Director Succession Plan by Mary Slaughter. The motion was seconded by Vijette Saari. The motion carried.

Melissa Van Hook brought up the need to re-classify the Executive Director position as a Grade 25 that will have more salary flexibility. The current job description is at grade 23. Erica is at the top of the pay scale and was brought in that way when she accepted the position under the previous Executive Director. There is no room to grow for her or for any other person who would fill this position in the future. The Executive Committee approved re-classifying her job description and revising the job description to include the day-to-day tasks and responsibilities she performs, and the draft document was reviewed for this meeting. If the Council approves the new job description, it is sent to DES HR, and they then move to reclassify the job. The Council Chair is the Executive Director's supervisor, and Erica then supervises all staff. Kathy Levandowsky asked if this draft has already been approved by DES or ADOA HR? Erica stated no. If the Council approves this draft, Erica will send the draft to our DES HR liaison for approval, and she does not anticipate any problems or delays. She stressed it's important to do this as our HR liaison is leaving at the beginning of January. A motion was made by Erik Jensen to approve the draft re-classification job description for the ADDPC's Executive Director. The motion was seconded by Kathy Levandowsky. The motion carried.

Melissa Van Hook shared that the Executive Committee should be monitoring progress of the Council goals, objectives, and activities in the work plan. Erica shared a document that highlighted at month 3 where we are in the work plan with barriers and significant accomplishments. The Council appreciated the way projects and the state plan will be monitored and appreciates that no new report will be created. No motion was necessary.

2. System Access & Navigation: Mary Slaughter is the Chair of this new committee and provided an overview of their discussion at their first meeting. The goal is to address the need to have accurate, reliable, and user-friendly information for consumers and the I/DD community. There are a lot of places to get information but can be difficult to navigate for family members. They also will be addressing gaps in information and services in rural areas, affordable housing, and comprehensive services for the aging and senior populations with I/DD. Everyone is welcomed to attend the next meeting that will be held on January 24, 2022, at 11:00am.
3. Meaningful Careers: Melissa Van Hook provided an overview of this committee. The goal of this committee is to increase the career potential of people who have intellectual and developmental disabilities and link them with resources needed to achieve their career goals. She said right after mentioning the Supporting Employment First Ad Hoc Committee has morphed into the Meaningful Careers Committee. There are lots of important projects in the FY2022 Work Plan which we will be reported on throughout the year. Mike Leyva released a report, "*Where Do We Go from Here?*" Next Steps to Make Employment A Priority in Arizona during National Disability Employment Awareness Month in October and presented it to the AZ APSE Chapter, AZ Employment First Advisory Group, and folks from the Disability Policy Planning group, to gain support to advance Employment First. He will be following up with groups and continue to garner support. He's also reaching out to folks in Colorado to see how they have established legislative support for Employment First. Melissa shared she worked on a project with Mike that involved the Arizona Apprenticeship Office, Exceptional Student Services, Career & Technical Education (AZ Department of Education), and Employer Engagement with Vocational Rehabilitation. The purpose of the project was to discuss and brainstorm ideas how to increase access and participation in apprenticeship and CTE programs. She said the meetings were good and developed a friendly and productive rapport with the agency representatives, and thanked James Rivera for recommending Amanda

Nolasco and Sam Klein from the AZ Dept. of Education as they were wonderful to work with. She also praised Tim Stump with Vocational Rehabilitation. Melissa also said the Council does a great job of convening folks and bringing them together to work on projects. Regarding apprenticeships and CTE programs and the abysmal representation of students and young adult with disabilities, the group quickly identified service gaps, common barriers, and current challenges with the goal of recommending systems and practices to support students and young adults to access, participate in, and successfully complete an apprenticeship or CTE program. All are welcomed to attend the next meeting scheduled for December 1, 2021, at 9:00am.

4. Behavioral Health & I/DD: Jason Snead provided the update for this newly created committee. The Chair is Scott Lindbloom and at their first meeting held last month, members from the AHCCCS, DDD, ACDL and behavioral health agencies attended the meeting. The committee with ADDPC staff is preparing a draft brief to address the behavioral health care needs of individuals with I/DD, interwoven with how to address interactions with law enforcement and appropriate case management. Recommendations will be addressed in the brief. Erica stated that the draft is very large covering a lot of areas of concern and she will distribute the draft so that everyone can provide comments. This includes feedback from AZPOST (law enforcement), AHCCCS, DDD, ACDL, The Arc of AZ and others. She is hoping to have this finalized before the 2022 AZ legislature begins in January. The next meeting for this committee is scheduled for December 15, 2021, at 11:00am.

G. Announcements:

Chairperson Melissa Van Hook asked if any Council member had any announcements. None were reported.

H. Call to the Public:

There were no public members.

I. Adjourn:

Chairperson Melissa Van Hook called for a motion to adjourn. J.J. Rico made the motion to adjourn, seconded by Meghan Cox. The meeting adjourned at 11:55 am.