



EXECUTIVE COMMITTEE

Friday, January 14, 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 January 14, 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	James Rivera
Scott Lindbloom	Monica Cooper
Mary Slaughter	

Members Absent

J.J. Rico
Kelly Roberts

Staff	Guests
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Erica McFadden, Executive Director	
Marcella Crane, Staff	
Steve Freeman, Staff	
Michael Leyva, Staff	
Jason Snead, 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 9:02 a.m. Roll call and participant introductions were completed.

B. Minutes from November 12, 2021 Meeting:

Chairperson Melissa Van Hook provided minor edits to be made and reposted. A motion was made to accept the minutes, as amended by Scott Lindbloom. The motion was seconded by Monica Cooper. The motion carried.

C. Fiscal / Contract Update:

The federal financial reports for FY 19, 20, and 21 were submitted by the December deadline. The FY 2019 award amount was fully liquidated. There is approximately \$179,150 in FY 2020 funds remaining to be spent/liquidated.

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 funding the Council has fully obligated the award amount and has 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.

The Council has received the first allotment for FY 2022 in the amount of \$261,466. The FY 2022 award amount is estimated at \$1,500,930. This is level funding to FY 2021 excluding the Puerto Rico reallocation. The obligation and project period is through September 30, 2023, with the liquidation of funds through September 30, 2024.

Council Funded Projects:

The Southwest Institute for Families- Self-Advocacy Coalition project has been granted an additional 3-month no-cost extension through March 31, 2022.

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, the Council has spent \$16,605 and has encumbered \$61,955, which leaves an available balance of \$5,728.

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. The Impact Analytica project is highlighted and budgeted for, but the name is different and will be updated for the next meeting.

The Council anticipates having surplus FY22 and FY23 funds. Ideally, FY22 funds will be fully obligated by September 30, 2022, so work can be completed in the second year.

There was further discussion about the potential need to revert FY 21 funds due to the fact there is no contract extension. Due to the performance period change and the contract

extensions granted, it may be difficult to have the work completed by the September 2022 deadline. Other Councils are also having difficulties with this.

D. AZ Data Hub:

Several years ago, the Council awarded funds to Improvement Assurance for the creation of Indicator Project, now known as the Data Hub, to provide anyone looking for AZ disability data a free community resource for detailed disability statistics through 12 interactive data dashboards, around six areas: Demographics, Education, Housing, Transportation, Employment, and Income. Dr. Alex Kurz from ASU developed this on tableau web format, and it is live on the ADDPC website.

This proposal from Dr. Kurz is to support the Data Hub by doing the following: 1. Extracting and merging census data (to be released in March 2022) with existing datasets and updating all six dashboards; 2. Version 2.0 will be released that will entail story-point assignments with a maximum of 30 story points and releasing the 2.0 version update with all necessary documentation updates; and 3. Dr. Kurz will provide presentations to interested parties and disability stakeholders of the Data Hub.

Members of the Executive Committee inquired if the additional trainings can be added? Can he track the number of visitors to the site? and if the Data Hub is on other agency or organization platforms (FYI: In speaking to Dr. Kurz on 1/19, he stated the Data Hub is only on the ADDPC Website, and Dr. Kurz has full control of maintenance).

A motion was made by Scott Lindbloom to accept the proposal by Dr. Alex Kurz for \$20,000. The motion was seconded by Monica Cooper. The motion carried.

E. Executive Director Search Update:

Melissa stated the ad-hoc committee that was formed to review potential applications and conduct interviews for Erica's replacement moved quickly. As previously discussed, Erica is officially leaving January 17, thus it was critical to move quickly on her replacement. The Council has the authority to hire the Executive Director, and we're appreciative of any guidance provided by DES/HR and our AG liaison. Also, the position and salary were updated so that the best candidate will be selected.

Twenty-nine individuals applied for this position, 14 were weeded out by DES/HR as not meeting the qualifications, 5 applicants were selected by the ad-hoc committee for an interview and ultimately 4 accepted interviews. They were all conducted this past week and the ad-hoc committee came to consensus that one applicant met all the qualifications and had the experience and expertise of the disability community and the work of the Council. It's recommended that Jon Meyers be the next Executive Director. If approved by the Executive and full Council, Jon may begin sometime in March so that he can transition out of his role as Executive Director of The Arc of AZ. Also, Melissa stated that she will be working with and kept abreast of his hiring status by DES/HR. Erica is pulling all her information to be in a folder in the shared drive.

A motion was made to approve the hire of Jon Meyers as the next Executive Director of the ADDPC by Scott Lindbloom. The motion was seconded by James Rivera. The motion carried. Melissa thanked the ad-hoc committee members for their time in this search.

F. Executive Director Report – Areas Needing Focus:

- a. RFI Committee: A committee of 4 council members and two staff are reviewing the 21 RFIs that came in last month to see if they are fundable and are part of our current state plan or will be added. These ideas will need to be formulated to full proposals at a later date to back fill any funding that needs to be obligated. More information will be provided to the Council in March.
- b. PPR 2020 and 2021: Staff is working on two years of program reporting via the new system the feds have established. Erica stated that she will continue to provide her write up (post her departure) so that the Council can submit both reports by March 1.
- c. Two scopes of work have been drafted and need comments before they are placed on the Grants Committee agenda, scheduled to be in late February. The drafts include the research study of Voc. Rehab. and refugee study.
- d. Covid-19 activities: ACL released a FAQ on new funding to Councils that will support public health related to the pandemic. The amount available is approximately \$80,000 through September 30, 2024, and the purpose is to hire a staff or a contractor to do public health work in this area. The Council needs to decide if they want to pursue this funding by February 11, 2022. Councils are required to track and report separately from our current grant. Erica noted that the Council should look at what we currently have to obligate now under our current state plan and if this additional funding makes sense to apply for. The FAQ and further discussion and action will be taken by the full Council at their next meeting.
- e. Cultural & Linguistic Competency activities: Erica stated that Michael Leyva will staff the Refugee Roundtable that has been addressing gaps in d.d. services for the refugee community. The draft scope of work addressing research in this area needs to be finalized, and Wendy Parent-Johnson is meeting with leadership at the state level to ensure their services for people with disabilities is culturally and linguistically competent.
- f. 2022 Work Plan Updates:
 - i. Training & Conferences RFGA status: Marcy stated that with discussion with Erica and Lani, the RFGA would change a few things, due in part to the pandemic. Such as any training/conference would have to be virtual, the amount to apply for will drop to \$5,000 per applicant and the solicitation would list what costs are allowable. It was also discussed if this grant should be offered at all due to the pandemic. Committee members offered their input.
 - ii. Self-Advocacy status: Marcy stated that the contract with SWI for this work is through March 30, 2022. A renewal has not been offered due to the barriers they encountered in meeting their own work objectives. Staff will have monthly calls with George, through March, to see if progress has been made and their contract will be further discussed at the next Grants meeting for their input on next steps.

- iii. **Safety Training Plan for Self-Advocates:** Erica stated that Jason Snead is the lead staff person, the roundtable has been meeting since November 2021. Their representatives from DDD, AHCCCS, the Autism Society of Greater Phoenix and many other disability organizations across the state whose primary focus is behavioral health. One of the things the group was able to do was create a brief around behavioral health focusing on the crisis response system in Arizona, which is attached with materials for this meeting. The group plans to do a press conference on January 25, 2022 at from 10:30 AM to 11:30 AM with the assistance of the Arizona Center for Disability Law. The group plans to have monthly meetings. If you are interested in joining, please contact Jason Snead.
- iv. **Expanding Capacity in Rural Areas:** Erica will pass this work initiative to the new Executive Director. AHCCCS is addressing this on how teleclinics can play a significant role for rural areas that are unserved/underserved.

G. Full Council Meeting Agenda Review:

Melissa will let staff know of any changes to make prior to posting. The full Council meeting is Friday, January 21 at 10:00 AM.

H. Announcements:

Scott Lindbloom announced that he is moving to Colorado to be closer to his family and thus resigning from the Council and other boards/commissions he is on as of today. Committee members thanked him for all his work and tenacity he brings to each meeting.

I. Call to the Public:

No public members attended.

J. Adjourn:

A motion was made by Scott Lindbloom to adjourn the meeting at 10:36 AM. The motion was seconded by Monica Cooper. The motion carried.