



EXECUTIVE COMMITTEE

May 13, 2015

10:00 A.M. – 11:00 A.M.

1740 West Adams Street, Suite 410, Phoenix, Arizona 85007

DRAFT MINUTES

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on Wednesday, May 13, 2015 at the ADDPC Office, 1740 West Adams, Suite 410, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

John Black, Acting Chairperson Melissa Van Hook Ray Morris
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Tom Uno, Phone Andrew Robinson Monica Cooper, Phone

Members Absent

Staff/Guests	Guests
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Larry Clausen, ADDPC Marcella Crane, ADDPC Lani St. Cyr, ADDPC Michael Leyva, ADDPC	
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A. Call to Order

Acting Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 10:00 A.M. Roll call and participant introductions were completed.

B. Approval of Meeting Minutes

The minutes from the January 27, 2015 Executive Committee meeting were reviewed.

- A motion was made by Ray Morris to approve the January 27, 2015, Executive Committee Meeting Minutes.
- The motion was seconded by Melissa Van Hook.
- The motion carried.

C. State Employment Leadership Network: 2015 Program Proposal - \$17,500

John Black provided an explanation of the State Employment Leadership Network (SELN) as a membership organization that the Division of Developmental Disabilities (DDD) participates in along with 30+ other states to develop and implement best practice employment activities involving persons with developmental disabilities. The Council began supporting DDD in the SELN program 3 years ago paying the full membership rate of \$35,000. Since that time, DDD has assumed increasing amounts of the membership fee and in 2015 will be paying 50% of the costs. John shared a written summary of SELN activities over the last year and answered questions regarding DDD staffing of the program and other operational issues.

- A motion was made by Melissa Van Hook to approve funding for the Division of Developmental Disabilities membership in the State Employment Leadership program in the amount of \$17,500.
- The motion was seconded by Tom Uno.
- The motion carried.

D. Employment First Strategic Plan Development – Additional Funding - \$5,000

John Black discussed the progress of the Employment First initiative and the final stages of Strategic Planning to allow the core team to develop action steps. The strategic plan was released for comment on April 29th and will need additional work after comments are received to ensure that the final product contributes to measurable outcomes. Tatro Consulting is the firm used for facilitating the planning process and it's expected that the additional time billed for consulting at the state contracted hourly rate will not exceed \$5,000.

- A motion was made by Monica Cooper to approve a supplemental amount of \$5,000 to fund the use of Tatro Consulting for completion of the Employment First Strategic Plan.
- The motion was seconded by Melissa Van Hook.
- The motion carried.

E. Administrative Expense: Increase in Spending Authority to \$10,000

Larry Clausen provided information on routine administrative expenses, including a list of vendors that accrue costs that are reoccurring. Some of the larger costs up to the level of \$10,000 are routine and in the past have required a convening of Council Standing Committees to approve. As part of his request to increase spending authority, Larry reiterated that all charges would be reported back to the Council at quarterly meetings during the summary of Council financial affairs. Larry also noted that all program expenditures would continue to require Standing Committee approvals.

- Andrew Robinson made a motion to approve the increase in administrative spending authority assigned to the Executive Director from the current level of \$5,000 to \$10,000.
- Ray Morris seconded the motion.
- The motion carried.

F. Call to the Public

No one from the public was in attendance.

G. Adjourn

- A motion was made by Tom Uno to adjourn the meeting at.
- The motion was seconded by John Black.
- The motion carried and the meeting was adjourned at 10:40 A.M.