



EXECUTIVE COMMITTEE

Friday, March 22, 2019

10:00 – 11:00 A.M.

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

MINUTES

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, March 22, 2019 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

John Black, Chairperson, In person	Jason Snead, Telephone
Melissa Van Hook, Co-Chair, In person	Scott Lindbloom, Telephone
Matthew Isiogu, Telephone	Ray Morris, Telephone
Monica Cooper, Telephone	

Members Absent

Staff	Guests
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Erica McFadden, Executive Director
 Lani St. Cyr, Staff
 Marcy Crane, Staff
 Michael Leyva, Staff
 Julie Whitaker, Staff

A. Call to Order/Welcome

John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 10:02 AM. Roll call and participant introductions were completed.

B. Minutes from January 11, 2019

Chairperson John Black asked members if they reviewed the minutes and if there were any changes. There were none. John asked for a motion to accept the minutes. Motion was made by Monica Cooper; seconded by Scott Lindbloom. The motion carried.

C. AIDD & Fiscal/Contract Update

Lani St. Cyr first reviewed the ADDPC Financial Update document. It showed approximately \$225,000 in FY 2017 funds to be liquidated and \$536,000 in FY 2018 funds to be obligated by September 30, 2019. The Administration for Community Living (ACL) has approved a one-time special condition for FY 2019 that allows grantees to complete the work authorized by

September 30, 2021 and obligate funds by September 30, 2020. However, the Council is striving to obligate approximately \$884,000 in FY 2019 funds by September 30, 2019 to align with the program period requirement, to be enforced with FY 2020 funding, requiring work to be completed within the first two years of the award.

The Council Funded Projects document was then reviewed, and it showed Southwest Institute for Families revised their budget slightly from \$60,000 to \$59,243, due to a change in staff. It also showed the Sonoran UCEDD did not invoice for December to mid-January for the Employment First Website. It was explained there were no expenses for that timeframe and they have since submitted an invoice for year two of the contract. It was further explained that they were unable to fully expend their first year award of \$30,539 (which included a \$5,000 increase to include videos) as they ran into procurement issues with securing a vendor but were given another year of funding, to finish the website, with the unspent funding in year one used to increase the year two award. ASU Cronkite submitted a renewal proposal for year two in the amount of \$9,700. However, they have not submitted an invoice for year one, so it is unknown how much of the award has been expended.

Finally, the Arizona Developmental Disabilities Planning Council Budget Recommendation document was reviewed. It was explained that the projects shown were what was approved with the workplans. The group facilitation for the self-advocacy collaborative coalition that was initially contracted out in the first year will be completed in-house in the second year. The projects on the document were further discussed during the fund obligation update.

D. Fund Obligation Update

Staff reviewed the Fund Obligation Form and discussed the following project ideas that will be funded by July 1st. Some will require scope of works to be developed for a competitive grant solicitation; or others will be proposal from a state agency or university:

- Our office has met with ASU, Center for the Future of AZ. To discuss participatory budgeting within Phoenix Union High School. They have expressed an interest in completing a proposal on this project, but to include students with I/DD in the process. Their proposal is due April 5 for review.
- The individual that was contracted for the self-advocacy coalition will no longer be working with the Council. The project is going to be completed in-house.
- The City of Tempe's BEST program is off to a great start. They already have an application and process available for people with I/DD to apply for jobs within the City of Tempe. Various city departments are strongly committed to having an employee with an I/DD work within their department. Vocational Rehabilitation is a collaborator in this project and their counselors will be informed about this grant and how they can refer a client to the Best program.
- The Council plans on releasing an updated Model Employment Training Program, which will have an updated scope of work. The release of the grant solicitation will be in a few weeks.

- We now want to expand the training to service providers, and the goal is to modify and allow for additional activities, such as apprenticeship, person-centered planning, placed with community partners, more individualized supports.
- Funding for the Job Developer aims to create a certification/licensing program within Voc. Rehab so that VR counselors can be better trained to serve people with I/DD. We will be discussing the details of this with VR in the coming weeks to receive a proposal.
- The Post-Secondary/Think College project will address the supports within a community college or 4-year college, to ensure that students with I/DD are successful in college. There was discussion over where trade schools should be included. Erica McFadden said she could include them as an eligible organization. Staff will need to do an outreach effort to schools that normally may not apply for this grant. Our office will do a concerted outreach effort prior to the release of the grant solicitation.
- In addition to these above projects, staff met with IT staff from the AZ Department of Administration to discuss the options for updating the ADDPC website. They have several vendors on contract to do this work, and staff will provide them with details on what updates the Council website should have to ensure it is accessible and current. We also continue to engage with the disability community for feedback. This project will be undertaken by ADOA and not the Council.
- In addition, staff will be releasing a competitive grant to Sponsor Conferences or Trainings. We're in the process of deciding how much funding applicants can apply, as this a one-time grant opportunity.

Because of the new federal rule where Council must fund projects for two years and the third year is for liquidation of the federal award, the ADDPC has identified 17 projects to fund by July 1, 2019. As the full Council votes on the final approval of projects, some will be ready by May, and the remaining will be voted on in June.

A new procedure was discussed where staff would be given the authorization to change spending levels without the prior approval of the Executive committee, particularly due to the accelerated timelines as issued by AIDD. Matthew Isiogu made a motion that the Executive Committee approve that the Executive Director and staff be authorized to increase funding for up to 35% (with the notification to the Council chairperson). Any changes made will be presented at the subsequent Executive committee meeting for discussion. Melissa Van Hook made the motion to accept, Jason Snead seconded the motion. The motion carried.

E. ASU Cronkite Year 2 Training: \$9,700

Due to the success of the ASU Cronkite School of Journalism project - disability journalism trainings,- the ADDPC has received a second year funding proposal in the amount of \$9,700, for training to take place in Tucson in the fall of 2019. The location is tentatively at the University of Arizona campus as the location for the event to be held later in 2019. Sarah Ruf will work with ASU and Ability 360 to finalize speakers for this training. A motion to approve

the second year funding to ASU was made by Ray Morris. Monica Cooper seconds. The motion carried.

F. 2017 & 2018 Program Performance Report Updates

Progress Performance Reports (PPR) for both 2017 and 2018 are due on Monday, March 25, 2019. The staff is in the final stages and will be ready for timely submission on Monday, March 25. Erica will send out Executive Summaries of both to share with the Executive Committee and full council.

G. 2020 Work Plan/Self-Advocacy Leadership Training

We are starting the look over 2020 Work Plan that was submitted in January 2019 and we need input from the Council for any updates to the Goals or Objectives. Staff will meet internally to determine which projects from 2019 are slated to be carried over to 2020. Those committees assigned to those projects will review to determine if they want them to continue or if any other additions or changes are needed. Those not assigned to a committee will be discussed with the Executive Committee. Following feedback from these committees, a survey will be sent out to the Full Council to gather input on the preliminary 2020 work plan. Final results will be shared at May's meeting. In addition, the goal of fighting any form of abuse in the community is currently under the goal of inclusion, but it could be added as its own separate goal with an amendment to the 2020 Work Plan. This would need to be discussed at the Full Council meeting in May. The process for adding a new goal is strict by AIDD and Council's must allow 45 days for any public comment, review the feedback with the Council, have a final Council vote and then submit by August 15, 2019.

The Council is federally mandated to conduct training for self-advocates and connect them to boards where they could be part of the leadership. There was discussion over whether the Council should revise the scope of work – potentially target it to youth or underserved areas. Discussion was that there should not be parameters put on the ideas that come in. Jason Snead motioned to amend the scope of work to state that Applicants can decide to work on either objective instead of both. Monica Cooper seconded. John Black, Melissa Van Hook, Monica Cooper, and Jason Snead voted in favor; Ray Morris opposed. The motion carried.

H. Council Self-Evaluation Review

Erica McFadden shared that the ADDPC staff wants to know how they can better support the Council. She suggested giving a survey to Council members at the next meeting to see which areas need attention.

I. Full Council Agenda Review

No comments were provided about the Full Council agenda. It will be posted next week with all meeting documents.

J. Announcements

John Black thanked the staff for working so diligently against stringent federal deadlines for the completion of two PPRs due on March 25.

K. Call to the Public

No public attended.

L. Adjournment

Melissa Van Hook made the motion that the meeting be adjourned, it was seconded by Jason Snead. The motion carried. The meeting adjourned at 11:03 a.m.

Dated this 27th day of March, 2019
Arizona Developmental Disabilities Planning Council