



EXECUTIVE COMMITTEE

FINAL MINUTES

February 2, 2012

8:30 A.M. – 9:30 A.M.

Arizona Developmental Disabilities Planning Council
 1740 West Adams, Suite 201
 Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on February 2, 2012, at the ADDPC office, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Will Humble, Chairperson Ed Myers, Teleconference	Karla Phillips, Teleconference Susie Cannata, Teleconference

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director Marcella Crane, DDPC Lani St. Cyr, DDPC	One position vacant

A. Call to Order

Chairman Will Humble welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 8:31 A.M.

B. Approval of Meeting Minutes

The minutes from the June 2, 2011 Executive Committee meeting were reviewed.

- A Motion was made to approve the minutes as written was made by Ed Myers.
- The Motion was seconded by Susie Cannata.
- The Motion carried.

C. Re-Structuring Standing Committees

Ed Myers presented the recommendation made by the Administrative/Planning Committee that the current Standing Committees be restructured to represent the 3 Goals identified in the 2012-16 State Plan. He also reviewed the need to maintain and operate Ad Hoc committees as needed to address special issues that develop within the Council.

- A Motion was made by Karla Phillips to approve the recommendation made by the Administrative/Planning Committee for re-structuring the Council Standing Committees.
- The Motion was seconded by Suzie Cannata.
- Motion carried.

D. Executive Director Annual Performance Review

Ed Myers described the recommendation made by the Administrative/Planning Committee to revise the process for completing the annual performance review for the Executive Director. He described the two evaluation tools to be used, one involving a general narrative survey distributed to Council Members, and the other a scored, rating tool that reflects the input received from Council members and that is the final evaluation document presented to the Executive Director. Under the recommendation, responsibility for the evaluation process was shifted from the Administrative/Planning Committee to the Executive Committee. The revisions will require a change to the By-Laws.

- A Motion was made by Ed Myers to accept the recommendations of the Administrative/Planning Committee in establishing the tools and procedures in completing the Annual Executive Director Performance Review.
- The Motion was seconded by Will Humble.
- The Motion carried.

E. African American Disabilities Conference

Suzie Cannata provided details on the African American Disabilities Conference to be held February 28, 2012 at the Disabilities Empowerment Center (DEC) in Phoenix. All tenants of the DEC will be participating with an invitation being extended to members of the African American Community. Special emphasis will be placed on issues related to developmental and physical disabilities as they affect African Americans. Funding for the project will be offered as a sponsorship, and will result in the Council being prominently recognized as a supporter and funder of the event.

- A Motion was made by Suzie Cannata to accept the recommendation of the Grants/Budget Standing Committee to provide sponsorship funding in the amount of \$5,000.00 for the African American Disabilities Conference.
- The Motion was seconded by Will Humble.
- Due to conflicting interests, Ed Myers recused himself from voting.
- The Motion carried.

F. ADDPC Office Move

Suzie Cannata asked Larry Clausen to provide information on the office move from its current location at 1740 West Adams, to the upper level of the building where floor space will be doubled. The Arizona Department of Health Services which owns the building will continue to offer the space at no charge, allowing the Council to use the calculated savings in meeting their federal match contribution. The charges presented are for reconfiguration of the new space and purchase of tables and chairs that will allow the Council to hold both Standing Committee and Full Council meetings in the space.

- A Motion was made by Will Humble to accept the recommendations of the Budget/Grant Standing Committee approving purchases in the amount of \$16,936.18 through Goodman's Interior Design (State Contractor) to facilitate the ADDPC move to the new office.
- The Motion was seconded by Ed Myers.
- The Motion carried.

G. PRfect Media Blanket Purchase Order

At the request of Suzie Cannata, Lani St. Cyr presented information on the PRfect Media Blanket Purchase Order for 2012. She explained that while many of the costs related to material production were known, other projects may present themselves for publication. Lani provided a list of projects that will be funded and also indicated that the Council, whenever possible, was seeking less expensive options, such as printing services available through state agencies.

- A Motion was made by Ed Myers to accept the recommendations of the Budget/Grants Standing Committee to approve the PRfect Media (State Contractor) Blanket Purchase Order for 2012 not to exceed \$36,500.
- The Motion was seconded by Will Humble.
- The Motion carried.

H. Event Planning 2012 Costs

A description of costs related to events planning using an approved state contractor was provided to the Committee. Requested funds in this instance were specified for planning the Annual Council Retreat in April and a May conference to be held in conjunction with the National Task Group on Intellectual Disabilities and Dementia Practices.

- A Motion was made by Karla Phillips to accept the recommendations of the Budget/Grants Standing Committee to approve the event planning costs offered by Meetings and Concierges Source (State Contractor) in the amounts of \$1,743.63 and \$1,700.
- The Motion was seconded by Suzie Cannata.
- The Motion carried.

I. Consultant Fee: B.J. Tatro

B.J. Tatro has again agreed to facilitate the Annual Council Retreat to be held in April. Her fee for services was discussed.

- A Motion was made by Ed Myers to accept the recommendations of the Budget/Grants Standing Committee to approve costs from Tatro Consulting Services in the amount of \$4,000.00.
- The Motion was seconded by Will Humble.
- The motion carried.

J. Contract Item: U of A

Marcella Crane provided information on a request made by the University of Arizona to receive late payment on a contract that expired on November 15, 2011. The University stated the due to reorganization and changing personnel they were unable to provide the billing on a timely basis and as required by the contract terms and conditions. Marcella summarized opinions received from both the Attorney's General Office and the state procurement consultant. Risk analysis was also discussed noting that paying charges without the existence of a contract offered difficulties, especially in responding to future late claims. It was also felt that for purposes of transparency, the Council should avoid any examples of perceived favoritism (the University is represented on the Council).

- A Motion was made by Ed Myers to accept the recommendations of the Budget/Standing Grants Standing Committee to deny payment to the University of Arizona for billing submitted after the applicable contract had expired and had been closed.
- The Motion was seconded by Will Humble.
- The Motion carried.

K. Call to the Public

No public were present.

L. Adjourn

The meeting adjourned at 9:28 A.M.