



**EXECUTIVE COMMITTEE  
DRAFT MINUTES**

September 16, 2014  
8:30 A.M. – 9:30 A.M.

Arizona Developmental Disabilities Planning Council  
1740 West Adams Street, Suite 410  
Phoenix, Arizona 85007

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 16, 2014, 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.

| <b>Members Present</b> |  |
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| Will Humble, Chairperson, Phone<br>John Black, Vice Chairperson<br>Ray Morris |
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| Tom Uno, Phone<br>Melissa Van Hook, Phone |
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| <b>Staff/Guests</b> | <b>Members Absent</b> |
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| Larry Clausen, ADDPC<br>Marcella Crane, ADDPC<br>Lani St. Cyr, ADDPC<br>Michael Leyva, ADDPC |
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| Monica Cooper |
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**A. Call to Order**

Chairperson 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 8:30 A.M.

**B. Approval of Meeting Minutes**

The minutes from the June 24, 2014 Executive Committee meeting were reviewed.

- A motion was made by John Black to approve the June 24, 2014 Executive Committee Meeting Minutes.
- The motion was seconded by Tom Uno.
- The motion carried.

**C. Student Interns – Randstad Staffing - \$10,000**

Larry Clausen provided information regarding the student intern program that exists as a partnership between the ADDPC and *Interns in Action* (IIA), operated by the Arizona Department of Administration. IIA does outreach to all major universities, colleges, community colleges and other institutions of high learning to recruit interns interested in learning about, and perhaps seeking a career in state government. Additionally, IIA works to identify students with disabilities interested in working with the ADDPC, resulting in three individuals with developmental disabilities working as interns over the last 3 years. Interns must be qualified to carry out specific duties related to management of ADDPC social media sites and are employed by Randstad Services, a temporary employment agency working under an Arizona state contract. Interns work an average of 20 hours per week and are paid at a rate of \$10.00 per hour. This proposal seeks funds to continue the IIA program.

- A motion was made by Tom Uno to approve funding for the Student Intern program and use of Randstad Staffing in the amount of \$10,000.
- The motion was seconded by John Black.
- The motion carried.

**D. National Association of Councils on Developmental Disabilities - \$11,216**

The ADDPC maintains an ongoing membership with the National Association of Councils on Developmental Disabilities (NACDD) the sole membership organization serving developmental disabilities councils in the U.S. NACDD serves as the primary linkage between councils and the Administration on Intellectual and Developmental Disabilities, provides training, develops policies, acts as a liaison with Congress, and engages in a number of other critical functions on behalf of Councils. Membership dues are calculated based on a multiple variant formula including total population, population of persons with developmental disabilities, calculation of poverty levels and other criteria.

- A motion was made by Tom Uno to approve funding in the amount of \$11,216 to pay the annual membership fee for the Council as a member of the National Association of Councils on Developmental Disabilities.
- The motion was seconded by Will Humble.
- The motion carried.

**E. Request for Grant Applications: Conference Sponsorships - \$40,000**

Ray Morris provided details on a Request for Grant Applications (RFGA) used to elicit proposals for conference grant funding. The awarded projects will support presentations in a workshop/conference format to develop participant skills and promote informed decision making on topics related to developmental disabilities. Approved grants will be awarded a maximum of \$10,000 and must follow the guidelines established in the RFGA.

Six applications were received for this grant cycle with 4 being awarded at the maximum level. The organizations funded include the Arizona Association Desert Southwest Chapter, S.E.E.K. Arizona, the Spina Bifida Association of Arizona and Arizona Autism United.

- A motion was made by John Black to provide total funding of \$40,000 to four individual organizations to hold conferences on issues pertaining to developmental disabilities.
- The motion was seconded by Ray Morris.
- The motion carried.

**F. Government Affairs Services: Traaen & Associates - \$50,000**

Ray Morris reviewed the 2014 utilization of the government affairs liaison, Traaen and Associates (TA). TA activities included visiting with all legislators on behalf of the ADDPC to provide information on issues affecting persons with developmental disabilities and their families; being present for, and as needed, participating in the 2014 legislative session to support the interests of persons with developmental disabilities; preparing a weekly written report on legislative activities for posting and sharing with interested consumers; coordinating and networking among public policy makers to engage discussion on important topics; and, providing education related to legislative issues. This proposal sought to have the contract updated for another year with the same duties remaining intact along with the additional task of using TA to link students in the (proposed) Partners in Policymaking (PIP) program to lawmakers as a form of self-advocacy. If PIP is funded for an additional year, the ADDPC will facilitate arrangements for the two organizations to meet and discuss strategic use of PIP students.

- A motion was made by Tom Uno to fund Traaen & Associates in a one year agreement in the amount of \$50,000. As part of their duties, Traaen and Associates will establish outreach with the Partners in Policymaking project (if funded by the Council) to incorporate students into advocacy activities carried out during the 2015 Arizona legislative session.
- The motion was seconded by Ray Morris.
- The motion carried.

**G. Untapped Arizona: 3<sup>rd</sup> Year Budget Request - \$167,050**

John Black presented information to the Executive Committee regarding the request for 3<sup>rd</sup> year funding of the Untapped Arizona (UA) Project. The UA program stalled in 2014, due to the resignation of the Executive Director and the search process to replace him. The new CEO is now in place and is working on several projects which include establishing relationships with key stakeholders, building a business advisory board, setting up the strategic planning process, incorporating UA as a non-profit and recruiting/selecting members for the UA Board of Directors.

- A motion was made by Melissa Van Hook to approve 3<sup>rd</sup> year funding for Untapped Arizona in the amount of \$167,050.
- Will Humble seconded the motion.
- The motion carried.

**H. Child Care Assistant Program - \$14,828**

Discussion was held regarding a new initiative that may hold promise for transitioning youth with developmental disabilities seeking competitive employment within the licensed child care field in Arizona. The idea seeks to develop specialized curriculum and supports so that students still in high school can begin a job experience as a volunteer and gradually acquire skills that would lead to employment upon graduation. In testing the feasibility of this potential project, Partners in Brainstorming, a state contractor, has developed a research project that will evaluate the interests of students and their families in possible employment in child care. The research will utilize a sampling from Maricopa County, with the end results communicated to both the ADDPC and the Arizona Department of Health Services who will be a collaborator if the project is moved forward.

- A motion was made by Will Humble to approve \$14,828 funding a research to assess the interest and need for development of training for persons with developmental disabilities to work as Child Care Assistants in licensed pre-school programs.
- The motion was seconded by Tom Uno.
- The motion carried.

**I. Request for Grant Application – Self-Advocacy Project – No Action, Discussion**

Marcy Crane reviewed the Request for Grant Application (RFGA) that was released earlier this year. The RFGA was seeking applicants for a self-advocacy project dedicated to identifying and strengthening existing self-advocacy organizations. She reported that one application was received but upon evaluation was found to not adequately respond to the requirements set-forth in the Request for Grant Application and subsequently was not considered for funding. Larry Clausen pointed out that it is not uncommon to receive unresponsive grant applications and the nurturing and development of potential candidates qualified to manage grants is an ongoing process.

**J. Call to the Public**

No members of the public were present.

**K. Adjourn**

- A motion was made by Will Humble to adjourn the meeting.
- The motion was seconded by John Black
- The motion carried and the meeting was adjourned at 9:30 A.M.