



## **SYSTEM ACCESS AND NAVIGATION COMMITTEE**

Meeting Minutes  
October 24, 2023  
1:00 pm-2:00 pm

Arizona Developmental Disabilities Planning Council  
3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012  
***Meeting held by teleconference***

A committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened via Google Meet on October 24, 2023, notice having been duly given. Present were the following members of the System Access and Navigation Committee, guests, and staff.

### **Committee Members Present**

Janna Murrell, Chair  
Katharine Levandowsky  
Vijette Saari

### **Staff and Guests**

Jon Meyers, Executive Director  
Marcella Crane, Contracts Manager  
Amber Owens, Intern

### **Committee Members Absent**

Kin Chung-Counts  
Bianca Demara  
Kelly Roberts  
Mary Slaughter

### **A. Welcome & Introductions**

Chairperson Janna Murrell welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) System Access and Navigation Committee meeting. The meeting was called to order at 1:05 pm. Roll call and participant introductions were completed.

### **B. Review of August 29, 2023, Meeting Minutes**

Janna Murrell asked members for a motion to accept the draft Minutes of the August 29, 2023, committee meeting. Kathy Levandowsky moved to approve the minutes; Viette Saari seconded the motion. Motion carried without objection.

### **C. Update on Activities**

Getting Started Guide

Amber Owens presented updates from the feedback she has received to date to the draft template and resources for the Getting Started Guide. She noted that ADDPC's intern Emily Detwiler is researching resources to add for the Elderhood pages and that her assistance to the project is appreciated. Amber also discussed the updates to the survey and what questions are still missing to add.

Members of the committee all provided feedback. As summarized, Kathy asked several questions regarding if certain resources were available, such as if financial assistance is available for families, how information is categorized on the pages, and if information for retirement planning is also available.

Amber stated she would appreciate any information on the topics that Kathy asked about.

Janna asked what the best way is to provide that information back to Amber; Amber stated to send her an email directly and to put in the subject line that the information is for the Getting Started Guide/ADDPC Project.

Janna said it would be important to keep Yumi Shirai at UA informed as she can offer feedback.

Next, Amber discussed the feedback survey. She stated that there is a link to take the user directly to the survey. The survey will capture some demographic data and questions still need to be finalized, as it currently asks if the resources were helpful. Responses to the survey go to Amber for review. If the replies need to go to someone else, such as Jon Meyers, staff should let her know.

Kathy asked if the response is character limited, and Amber said no.

Janna asked Marcy Crane if the draft survey captures all the demographic data ADDPC is required to report on. Marcy responded that not all the ACL demographic information is there, but that is Jon's call if it is necessary. Right now, it is broken out by age, ethnicity (missing some categories) and county.

Kathy said the survey questions should be expanded upon and should ask specifically what resources were helpful and how, what information is missing or might be needed by a user, and perhaps to use a Likert Scale to rate the information. Jon also agreed with Kathy and said that area can be elaborated.

Also, Kathy asked Amber how she would respond to a question by a user?

Marcy and other committee members said we should ask a user to provide their email address if they want to be contacted back by the ADDPC so that it is not left for Amber to respond to the user.

Marcy said she will send Amber the correct demographic lists and SOGI information by the deadline.

Amber, Kathy, and Janna all further discussed the survey questions. Kathy said to give a user examples or specifics on how the guide was used; who it was used for (parent, child); is the guide useful or not; what is missing, etc.

Jon stated that he will work with Marcy to provide some questions or suggestions on the guide questions on how to enhance them.

Kathy and Janna both agreed that Amber is doing a really good job. Jon asked about Emily's involvement, as an intern, in this project and Amber stated that she has been helpful on researching the resources for the Elderhood pages.

Janna made one final note to ensure that we keep Mary Slaughter informed and to seek her feedback. She was not able to make the meeting today.

#### Public Health Workforce Development Project

Jon stated that the project is ongoing. An interim report is due to the Administration on Community Living (ACL) by Tuesday, October 31, of the work done to date. Jon stated that several focus groups have taken place to seek feedback from the community, in Somerton, Yuma, La Paz County (Parker?); and additional focus groups will be completed in Phoenix, Tucson, and Flagstaff.

Currently, Jon didn't have a total number of participants in the focus groups or the feedback and analysis of the information. The contractor will be providing that information by the end of the week so that it can be included in the federal report.

As a reminder, the contract is in place until December 31, 2023, and the ADDPC will receive a final report that will include the data analyzed from all the participants in the focus groups and next steps.

Janna said she would like a summary or cliff notes of the project before the final report is submitted. Jon stated he would provide that information to the committee.

#### **D. Committee Purpose, Goals, Vision**

Janna wanted to discuss with the members of the committee the purpose of the Systems Access and Navigation Committee, by circling back to the Goal, Objectives, and activities to support the work. Janna stated it would be a way to reorient everyone to the work by simply going over the Goal and Objectives and to make sure we're making progress on each activity.

Both Vijette and Kathy agreed with Janna.

Jon said that he will add that information to the agenda going forward. Jon also said that he will update the committee on things that are not directly on our work plan, such as information that comes ACL on systems change projects that Councils can be involved in. Janna appreciated Jon's support.

#### **E. Call to the Public**

Janna issued a call to the public. No members of the public sought an opportunity to speak. Amber didn't add anything further.

Kathy asked if the committee could give Amber a date on when she needs our feedback on what was discussed.

Amber stated by November 10<sup>th</sup> would be helpful.

Jon suggested the committee decide on the next meeting date. After discussion, the next meeting of the committee is Tuesday, December 12, at 1PM.

Marcy stated final clarifications so that everyone understood next steps to help Amber:

- Any resources can be sent directly to Amber; use the ADDPC in the Subject Line.
- Survey Questions will be developed by Jon and Marcy.
- Marcy will send Amber the updated information on Demographics and SOGI.
- Jon will keep Mary Slaughter and Yumi Shirai at UA informed of the work and next steps.

#### **F. Adjourn**

The meeting adjourned at 1:43 pm.

#### **Reminder: Next Meeting**

Tuesday, December 12, 2023, 1:00 pm

Dated this 30<sup>st</sup> day of October 2023  
Arizona Developmental Disabilities Planning Council