



WORK PLAN REVIEW COMMITTEE

Friday, November 3, 2023

9:00 AM – 10:00 AM

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

Meeting held via teleconference

DRAFT MINUTES

The Work Plan Review Committee meeting of the Arizona Developmental Disabilities Planning Council (Council/ADDPC) was convened virtually November 3, 2023, notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Kathy Levandowsky, Chairperson
Monica Cooper
Meghan Cox

Bianca Demara
Melissa Van Hook

Members Absent

None

Staff

Jon Meyers, Executive Director
Marcella Crane, Contracts Manager
Lani St. Cyr, Fiscal Manager
Michael Leyva, Contracts/Grants Coordinator
Jason Snead, Project Specialist

Guests

A. Welcome & Introductions:

Kathy Levandowsky welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Work Plan Review Committee meeting. The meeting was called to order at 9:07 AM. Roll call was completed.

B. Approval of Minutes – June 2, 2023:

Minutes from June 2, 2023, Work Plan Review Committee were reviewed. Kathy asked if there were any changes to the minutes. Melissa noted there were two spelling changes to make on Page 2, agenda item C: Self-Determination. Staff noted the items, and the minutes will be updated and reposted. Monica Cooper made the motion to accept the minutes, with the two changes noted and to be updated, and Melissa Van Hook seconded the motion. The motion carried.

C. FFY2023 Annual Work Plan:

I. Report on Outcomes. Jon highlighted several project outcomes from the FFY 2023 annual work plan. The FFY 2023 work plan ended on September 30, 2023, and staff is compiling final programmatic and fiscal reports to prepare the PPR. The brief overview of projects included the following:

Goal 1 Self-Determination: Special Education Advocacy Project (SEAP) by the Arizona Center for Disability Law and Transition AHEAD Roundtable (TAR) by UA Sonoran UCEDD.

Goal 2 Meaningful Careers: The Council awarded 3 research contracts. Two contracts will provide their final report to the Council in the near future – UMASS/ICI, which conducted the Vocational Rehabilitation analysis, and ASU Center for the Future of Arizona on its Communities at the Center project. The third research contract, awarded to UA Sonoran UCEDD on Refugees with Disabilities in Arizona, was extended to December 31, 2023. The Sonoran UCEDD will provide a final report on this project by January 31, 2024.

Michael also organized and facilitated four webinars under the Employment First collaboration. Those webinars were held during October's Disability Employment Awareness Month in 2022 and were successful.

Goal 3 Inclusion: The Council awarded a second-year contract to UA Sonoran UCEDD for the Continuing Medical Education awareness campaign. Short videos were created with self-advocates presenting on a topic related to preparing for a medical appointment. Project leaders have provided a link to the Council staff that also includes a chart of various resources that can be downloaded.

The Disability Data Hub received continued funding. Dr. Alex Kurz with ASU is overseeing this project and regularly meets with Jon Meyers and Marcy Crane to provide updates. This past year, an MOU was signed with DES so that data from DDD can now be organized on the Disability Data Hub. The Data Hub is located on the Council's website.

Goal 4 Safety: Several different projects were highlighted, one of which – the Arizona Sexual Violence & Disability Network, a contract with The Arc of the U.S. – just recently came to an end. This was an effort to bring together organizations from around the state to focus their efforts on addressing sexual violence against people with disabilities and in particular persons with I/DD. The project in many respects was successful, but staff decided that rather than recommending for third year funding, it was best if we reconfigure the scope of work and have it focus more on outcomes and the impact of work to prevent abuse and neglect and sexual violence against persons with I/DD, rather than the work that had been done to develop the network of organizations. The renewal application lacked outcomes and an explanation of what would be different about The Arc's approach moving forward.

The Grand Canyon Collaborative is a group of entities including the Arizona Coalition to End Sexual and Domestic Violence (ACESDV), The Arc of Arizona, the Arizona Statewide Independent Living Council (AZSILC), the Arizona Center for Disability Law and ADDPC. It's a project funded by the Department of Justice through the federal Violence Against Women's Act.

Jon continued to state that the project specifically is focused on coming up with a framework and then implementing a framework for better addressing the needs of individuals with disabilities around the state who either have experienced sexual violence or are at risk of experiencing it, and it is both a prevention and a response project. This collaboration may be federally funded for another five or possibly 10 years through the Department of Justice.

Goal 5 System Access and Navigation: Under Mary Slaughter's leadership, we're almost done with Getting Started Guide. Amber Owens, an intern, has been instrumental in developing the Guide, which will be web-based. It is a set of resources for individuals with disabilities, but is more geared for family members and caregivers to help find specific resources based on different developmental stages or age stages in the life of a person with I/DD. There are sections from birth to age five, from five to roughly 18 years of age, 18 years of age to a person's mid-20s, which is an important transition stage, and we are working on aging and elderhood as well. The whole objective is to develop resources that people can access online that specifically target the needs based on those age ranges. We are currently about 70% complete. The next focus of this work is to identify resources for the aging and elderhood population with I/DD. We have two great interns working on this project – one from the University of Arizona, the other attending Colorado State University but living in the Valley. Once the Guide is done, these resources will be a permanent part of our website so that they are accessible to anyone.

The Native Disability Center is a continuing program overseen by the UA Sonoran UCEDD. This past year, they met with 10 Arizona Native American tribes, developed resources, and held trainings and Talking Circles. The contract was approved for a third year, and the Sonoran Center must address two key parts of the project: hiring a program manager in the first quarter of the contract period and addressing the Targeted

Disparity of focusing on Navajo youth who are looking for integrated employment opportunities.

II. Program Performance Report (PPR) Update. Marcy Crane provided an update on the FFY 2023 PPR. The report is submitted to ACL using their web system and is due on December 30, 2023. The report is broken into several sections and every member of staff is responsible for drafting particular sections of the report. Staff met in early October to review the guidelines and timeline of internal due dates for when Jon and Marcy need to have certain information drafted and approved. The intent is to have the PPR done prior to the due date.

Discussion: Kathy asked about how to access the reports that are submitted to the Council as part of grantees' contracts. She is interested in reading the reports from the SEAP project.

Marcy stated that all contracts have deliverables, and some contracts have quarterly reports. Every part of the contract is open for public inspection. She will send Kathy the SEAP reports that have been received and talk to Jason to see if it's possible to create a tab on the Council's website to post narrative reports received for FFY 2023 projects.

Marcy also stated that every report that is submitted is reviewed by her and at times requires follow-up. The information that a grantee provides is summarized for the PPR.

D. Performance Measures – Explanation & Overview:

Kathy stated to the committee that she has reviewed a copy of the Performance Measures and thought the document was helpful, and it helped her to understand what the Council staff works on and what information they provide and document to ACL. Kathy further stated that she thinks it's a great document that would help the Work plan committee when we're tasked with planning for what we should be working on and which performance measures fit the activity.

Marcy provided a brief description of the guidebook that has all the performance measures that the Administration on Community Living (ACL) requires Councils to use. The performance measures were created with input from Councils several years ago. They are broken into two categories – measurements for self-advocacy projects, especially the self-advocacy mandate, and measurements on projects that address systems change.

Marcy stated that the Council staff identifies which performance measurements apply to each activity when the annual work plan is developed. Then these measurements are reviewed again when the PPR is submitted. In the PPR, each activity is summarized with performance measurements that are tracked and documented.

Kathy stated that she liked the two categories and the output measure for system change. It's defined as the number of Council efforts to transform fragmented approaches into a coordinated and effective system really like that definition. Kathy said

it helped her to think a little bit more clearly moving forward when we talk about what system changes the Council should work on and track/achieve.

Marcy made two other comments. First, she emphasized that we need to keep in mind with the systems change performance measures, these take a long time to track and ultimately report on as a success. It could take several years for a particular project to end with the result of a policy change or new legislation enacted. As an example, it took several years before Supported Decision-Making legislation was enacted this past year. So, the Council should keep that in mind as they develop the activities to support the goal. The Council is going to have to ensure that the activity continues for multiple years and is in the annual work plan until the desired result is achieved. Every year in the PPR, the activity is reported on, including what has been accomplished during that fiscal year and what efforts are made to toward that system change. The performance measure(s) must match that activity and efforts made to achieve the change that is desired.

Marcy also said the guidebook is flexible and activities can have more than one performance measure tied to it. ACL and ITACC provide training to the Councils on the guidebook and there are a lot of resources on ACL's website to guide staff.

Kathy asked if there are any requirements from this grant to enter into an agreement with DDD? Jon responded that there is nothing in statute. Also, there isn't anything in policy that requires them to run things past the Council or staff. They often do because obviously we are part of a network and the Council membership itself is a network of people who have lived experience and have some broad knowledge in this area. They may contact me or Jason Snead to run issues past. Otherwise, the only requirement on them is whatever public notice requirement exists for any policy changes. Jon further stated he meets regularly with the assistant director at DDD and with his leadership team. Jon tries to stay informed of key issues that are coming up and try to anticipate some of the things that maybe haven't been shared with the public yet. He admitted he is "not perfect at that, obviously", but he believes the onus falls more on the Council and Council staff than on DDD.

E. FFY 2024 Work Plan Updates

I. Objective/Activity revisions

Jon gave an update on the minor revisions to the FFY 2024 annual work plan once it was submitted to ACL on August 15, 2023. The final version of the annual work plan as submitted to ACL is slightly different from the final version that was approved by the Council in June. He reminded the committee that had stated at that time that there was a possibility of making minor revisions.

Substantively, there was not a lot different. Some of the terminology was a little bit different and Jon pointed out one change regarding conducting a community survey, under the Inclusion Goal. As part of the FFY 2023 annual work plan, the Council stated it would conduct a community survey and then analyze the results of that survey during FFY 2024. The purpose of conducting this survey is to receive community feedback and

assess public knowledge of the Council's activities, how we are doing with the activities we are engaged in, and what gaps are not being addressed. The survey would also explore how the DD system is serving people around the State of Arizona. We were unable to finalize and distribute the survey before the end of the federal fiscal year, and Jon felt that was probably advantageous because DDD and AHCCCS decided to issue two very large statewide surveys of their own starting in October. Our survey would have had difficulty distinguishing it from the others. Also, the Council will still have a release a survey later this fall related to behavioral health and crisis response.

Currently, the community survey is in our FFY 2024 annual work plan. The project is just delayed, not eliminated. Some terminology was also changed in how we presented our objectives and our activities to ACL, but overall ACL approved our annual work plan.

Kathy stated the delay in the Council's community survey is a good thing, especially if two other agencies are releasing their surveys. There is a risk of survey fatigue and then people or agencies do not respond. Kathy asked Jon if he could send out the two surveys to the Council members, Jon said he would forward the information.

II. Status of activities

Jon gave a quick update on the FFY 2024 status of activities. He said the federal fiscal year started October 1 and we're one month into implementing the activities. At this time, there is not a whole lot to report on, but staff did meet to review the entire work plan and discuss which projects will entail grant dollars. Staff will meet quarterly to ensure we're working diligently on the activities and to address any concerns or delays and to bring those issues to this committee for discussion. Kathy appreciated the updates and all the work.

Jon also provided the committee with an update on the Continuing Resolution (CR) that will fund Congress and the federal government. Currently, Congress has to pass a budget, most likely a CR, in two weeks for the President to sign so that that government does not shut down. The Council has received its first federal award notice for \$194,000 of the \$1.5 million we anticipate receiving in FFY 2024. If the CR is passed, then we will have a better idea of what our final award will be, and Lani can help develop a 2024 budget and how much money will be allocated to new grants as listed in our annual work plan. However, if there is a 10-20% budget cut, that will also mean the Council may have to prioritize and/or make changes in which solicitations are released. Jon will keep the committee updated on any budget changes.

Lani agreed with Jon and said we must identify those projects that may have the potential to be multiple year awards as any cuts into our federal award will impact those projects. Lani will have a better understanding of what our federal award and budget looks like in January 2024. She will provide the committee with an update at that time.

Finally, Jon provided an update on the Covid-19 funds received during the pandemic. Two projects were funded. These activities are not part of the Council's annual work plan, but at the conclusion of each project, final summaries, and output numbers are reported to ACL. Jon said he is aware of those deadlines. Jon will provide more details

at the full Council meeting on both projects. The first special funding is related to the pandemic, designated to do outreach efforts to those that experience Covid vaccine hesitancy or barriers to receiving a vaccine. That funding was granted to NAU/IHD. The other Covid monies were awarded to the UA Sonoran UCEDD for improving and understanding public health workforce development related to the I/DD population. The Regional Center for Border Health in Yuma is part of this collaborative and is conducting focus groups. Their work will inform the work that's being done by the System Access and Navigation committee on ways to improve access to, and resources for, the aging and elderhood populations, especially persons with I/DD. The System Access and Navigation committee will review the final report and recommendations that may lead to possibly funding recommendations.

Jon said Mary Slaughter was passionate about this topic for aging people and the services that support them. It is clearly an area that's not being well served by our public health system and the state needs some improvement. Jon said he was looking forward to how the Council and our partners can address this topic.

Kathy appreciated the update and looks forward to the results from both projects.

F. Schedule of Next Meeting / Adjourn:

The next Work Plan Review Committee meeting is scheduled for January 5, 2024.

Kathy thanked the committee members and staff for their work and input. The meeting adjourned at 10:03 AM.

Dated this 8th day of November 2023
Arizona Developmental Disabilities Planning Council