



DEPARTMENT OF ECONOMIC SECURITY  
*Your Partner For A Stronger Arizona*

Douglas A. Ducey  
Governor

Michael Traylor  
Director

**Developmental Disabilities Advisory Council  
MEETING AGENDA**

**Wednesday, July 18, 2018**

**10:00 am – 2:00 pm**

**1701 N Fourth St. Flagstaff, AZ 86004 –  
Second Floor Conference Room #328**

**Event Date:**

Wednesday, July 18, 2018

**Event Time:**

10:00 am-2:00pm

**Location:** Flagstaff, AZ--

1701 N Fourth St. Flagstaff, AZ 86004 - Second Floor Conference Room #328

**Agenda:**

- **Council Member Role Call**
  - Gina Judy, Chair--In Person
  - Maureen Casey, AD--In Person
  - Renaldo Fowler, Member--In Person
  - Trever Rogers, Member--In Person
  - Rick Hargrove, Member--In Person
  - Jill Ryan, Member--On the Phone
  - Elizabeth Archuleta, Vice Chair--In Person
- **Introduction of New Member**
  - Introduction of Trevor Rogers to the council
- **Moment of Silence**
  - Moment of Silence to acknowledge the passing of Council Member Michael Williams
- **Overview of Emergency DDAC Meeting**
  - Goals for 2018
    - Suggestion to have all members bring a guest to the next meeting to have all members bring a guest to help encourage applicants to apply to the council.
    - AD Casey suggested the council draft up a document with how much work and time is needed
    - Councilmember Fowler requested a large visual of the council's objectives post at meeting to help keep on track during meetings.
    - AD Casey's discussed that the DDAC serves as the stakeholder group for the AHCCCS ALTCS contract, if this council can't be effective, we will need to create another council, we need to have more Members that we serve on the

council. We need to help the Governor's Office Board and Commission to have a robust list of applicants to select from.

- Vice Chair Archuleta stated that she has helped to recruit applicants, their names are with the office of Boards and Commissions.
- Chair Judy had developed a form that the new report format for the new written reports.
- Council moves to attend APM North--Huddle to see the implementation of the Arizona Management System (AMS) and the use of Division's Huddle Board Metrics
  - Council observed the District North Huddle
    - Council discussed Huddle and overall Huddle processes.
    - Dashboard summary
      - Snapshot of metrics for reports

- **Council 2018-2019 Goals**

AD Casey--discussed Divisions Metrics and the Division's goals for FY 2019. Cultural change within DDD working to address unassigned authorizations for 250+, and what the Division is doing to address those through the implementation of AMS processes and metrics.

Council Member Hargrove--I would be interested in the additional metrics that you are tracking other than the 250+ Days.

Council Member Hargrove--I want to applaud you for bringing on good leadership and the change is awesome.

AD Casey is discussed Leadersights and helping to develop our leadership team.

Council Member Rogers asked if the majority of the unassigned authorizations are in the therapies?

AD Casey yes, the majority are in the therapies

#### DDAC Meetings

- Moving forwarding for DDAC they will be meeting in the districts with a break for lunch and conducting an open forum in the evening. Should reduce the total meeting overall. Working to use metrics to discuss issues during the meeting and then in the evening deal with those personal concerns and challenges.
- Council Member Fowler it would be helpful to discuss our role for each of us on the council
  - Council Member Fowler--Support of Protection and Advocacy--protection of our members and protection of I/DD for health safety, welfare, and protection of the individual.  
*One member from the designated protection and advocacy organization.*
  - Council Member Rogers--Private company operating a Nursing Company  
Council Member  
*One member of the private sector who represents and agency that is certified to provide in-home services to persons with developmental disabilities.*
  - Council Member Hargrove--represents members living in group homes, Abrio has 7 group homes in the valley.

*Two members of the private sector who are contracted with the division to deliver services to person with developmental disabilities, one who represents a provider of residential services and one who represents a provider of adult day services including employment services.*

- Council Member Ryan--Member representing a non-profit advocacy for families.  
*A member representing a nonprofit organization providing direct advocacy to families with developmentally disabled children.*
- Vice Chair Archuleta--represent a family member with a child who is developmentally disabled.  
*One parent or guardian of a child who is under the age of eighteen years and who is developmentally disabled.*
- Chair Judy--represents an agency with workforce development and employment services.  
*Two members of the private sector who are contracted with the division to deliver services to person with developmental disabilities, one who represents a provider of residential services and one who represents a provider of adult day services including employment services.*
- Council Member Van Epps represent the Human Rights Committee  
*One member from the human rights committee on the developmentally disabled established by section 41-3801.*
- AD Casey represents the Division of Developmental Disabilities as the Assistant Director.  
*The assistant director of the division of developmental disabilities. This person is a nonvoting member.*
- Virginia Roundtree is the designated AHCCCS representative.  
*The director of the Arizona health care cost containment system administration or the director's designee. This person is a nonvoting member.*
- Vice Chair Archuleta--things have improved with AD Casey but it would but helpful more information to orient council members. Would like to know more about Child Rehabilitative Services. There is a big opportunity to use meeting for learning and improving the systems but, wants meetings to be a place to ask those questions.
- Chair Judy--the agenda should be the place to put items that you have questions on and trainings you would like to have from the Division.
- Council Member Renaldo can you send out the list of vacant positions to help with recruiting would like to ensure diversity on the board.
- Chair Judy we would like to have at every meeting a new activity around recruiting and meetings.
- Upcoming DDAC Meetings
  - Committee set the schedule for the remainder of the year and locations

North	Flagstaff	Today
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West	TBD	December 5th
East	ATPC	October 24
South	Tucson	August 22
Central	1789	January
North	Flagstaff	November 7

- **New Member Report Format**
  - Reports will now be in a written format and form will be provided with the meeting agenda.
- **2017 Annual DDAC Report**
  - Annual Report--
    - AD Casey--add information about Policy Wednesday for the public and the council and Gemba Walks on Wednesday. Page 1 paragraph 2. Team also address the purpose and the impact of the policy. Additionally, advance notice for major policy changes to allow the council to provide feedback about the proposed changes.
    - In the public forums keeping track of the information that comes forward at these meeting to track member concerns and recommendations. Continue to have the DDD staff attend to support.
    - Council Member Fowler we should be offering training to encourage people to attend and balance it with opportunity to discuss concerns that they have and get answers.
    - Chair Judy opened the floor for a motion to approve the Annual Report
      - Vice Chair Archuleta entered the motion to approve the report as written the proposed amendments
      - Council Member Hargrove second the amendment
      - The motion passed unanimously
  - Client Service Trust Fund--update from the HERO unit and revamp how it is utilize moving forward.
    - White Paper on the Client Services Trust Fund
    - 12 year look back on the funds and the history
  - 2018 Annual Report completed in December 2018.
- **AZ DES DDD Report (AZ DES DDD Representative)**
  - New Silver Alert in the process of implementing
  - DD can use the silver alert when we receive a notification, this includes children with I/DD
  - Participating in Autism Spectrum Collation---reimbursement around HAB-C, work with AHCCCS to address the issue with claims about this service, 95% of claims have been resolve.
    - The Integrated Health Care Choice Plans Integrated Request for Proposal (IRFP)

- Posted Key Decisions around the IFRP
  - Posted the IFRP on ProcureAZ if you would to review the solicitation
- Been very focused on the AMS Deployment
  - Moving beyond Cholla Office
  - Kaizen Events (Problem Solving) throughout the districts
  - Update on activities at ATPC
    - New leadership installed
    - Entered into a settlement agreement in April
    - Seeing steady improvement with new leadership changes
    - CMS Audits of other DDD locations
    - Council would like Settlement agreement and report to be prepared for the visit and tour of the location to ensure the improvement.
  - Update on stakeholder group and activities moving forward. Excited to have two new self-advocates participate in that group.
    - Would like to see the final summary present to this group when it is complete. Goal to discuss in December.
- Next meeting
  - Auditor General Report
  - Division Strategic Plan
  - FY 2020 Budget

#### **Announcements:**

- Voting Rights Activities
 

Advocacy to independent private voting for those with disabilities. A lot of emphasis around getting people the right and opportunity to vote. Would be willing to go out and talk about this with our staff to help with those transition. Wanted to thank the Division for all their support in helping recruit Registrars and to promote National Voter Registration Day coming up in September. The Division has been helpful in sharing information and promoting these activities as well as having staff attend the meetings. Young Ambassador Program through Grompers getting young people going out and talking about voting and its importance, ACDL is going to be going out into group homes asking questions about voting and providing access. Going out to work with providers to register people to vote. National Voter Registration Day September 25th, large push for registration. Working toward people first language. Disability Round Table at least one in each county. AZ Clean Election Report on the status of voting in the state of Arizona. We want to start with young people before they are old enough to vote. Make it an activity, have watch parties, count down calendars.
- DSP of the Year Event September 28, 2018

## Call to the Public

## Meeting Adjourned

### Reference:

A.R.S. 36-553. Developmental disabilities advisory council; membership; duties

A. The developmental disabilities advisory council is established consisting of the following members:

1. One parent or guardian of a child who is under the age of eighteen years and who is developmentally disabled.
2. One parent or guardian of a child who is eighteen years of age or older and who is developmentally disabled.
3. One parent of a child who is served through the Arizona early intervention program.
4. One member of the private sector who represents an agency that is certified to provide in-home services to persons with developmental disabilities.
5. Two members of the private sector who are contracted with the division to deliver services to persons with developmental disabilities, one who represents a provider of residential services and one who represents a provider of adult day services including employment services.
6. Two members with a developmental disability who receive services from the division.
7. Two members each representing a different developmental disability advocacy organization.
8. One member from the designated protection and advocacy organization.
9. A member representing a nonprofit organization providing direct advocacy to families with developmentally disabled children.
10. The director of the Arizona health care cost containment system administration or the director's designee. This person is a nonvoting member.
11. The assistant director of the division of developmental disabilities. This person is a nonvoting member.
12. One member from the developmental disabilities planning council.
13. One member representing foster parents of children with developmental disabilities.
14. One member from the human rights committee on the developmentally disabled established by section 41-3801.

B. The governor shall appoint all voting members. Voting members and their families shall not be employees of the department of economic security. In making these appointments the governor shall select at least five members who are clients or guardians, parents or other family members of persons with developmental disabilities. One of these five voting members shall represent a person who is eligible for long-term care services pursuant to chapter 29, article 2 of this title. The governor shall also consider geographic representation in making these appointments.

- C. Council members appointed pursuant to subsection A, paragraphs 1 through 9 and 13 and 14 of this section shall serve staggered three year terms. No members may serve more than two full terms. A vacancy occurring on the council shall be filled by the governor appointing another qualified person to serve the remainder of the term.
- D. The council chairman shall be chosen annually by a majority vote of the council. A majority of voting council members constitutes a quorum.
- E. The council shall meet in each district at least once a year.
- F. The division must allow the council to review new policies and major policy changes before the divisions submits the policies or changes for public comment.
- G. The council shall review auditor general reports regarding the division and services provided by the department of health services.
- H. Council members are not eligible to receive compensation, but council members appointed pursuant to subsection A, paragraphs 1 through 9 and 13 and 14 of this section are eligible to receive reimbursement of expenses pursuant to title 38, chapter 4, article 2.
- I. The council shall review and make recommendations to the division regarding:
  - 1. Coordinating and integrating services provided by state agencies and providers that have contracted with state agencies to provide developmental disability programs.
  - 2. The health, safety, welfare and legal rights of persons with developmental disabilities.
  - 3. The division's plan for service delivery and improvement.
  - 4. Establishing and reviewing division policies and programs.
  - 5. The cost-effectiveness of division services.
  - 6. Assessing the division's annual needs.
  - 7. Selecting the assistant director of the division.
  - 8. Monitoring the division's annual budget.
  - 9. The sale or lease of the real property and improvements on the real property formerly used by the department of economic security for the Arizona training program in Phoenix.
- J. The council shall oversee and approve expenditures of monies from the developmentally disabled client services trust fund established in section 36-572 following expenditure guidelines established by the council.
- K. The council shall provide the public with an opportunity to address the council at regularly publicized meetings.
- L. The council shall submit an annual report of activities to the director, the governor, the president of the senate and the speaker of the House of Representatives by December 31 of each year.
- M. The department shall make meeting space available to the developmental disabilities advisory council at locations and times convenient to the council and shall provide secretarial and other staff support.