



# *Title VI Implementation Plan*

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# Contents

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Title VI Policy Statement .....	3
Title VI Notice to the Public .....	4
Title VI Notice to the Public - Spanish .....	5
Title VI Complaint Procedures.....	6
Title VI Complaint Form .....	8
Title VI Investigations, Complaints, and Lawsuits .....	12
Public Participation Plan.....	13
Limited English Proficiency Plan.....	15
Non-elected Committees Membership Table .....	18
Monitoring for Sub Recipient Title VI Compliance .....	19
Title VI Equity Analysis .....	20
Board Approval for the Title VI Program .....	21

# **Title VI Policy Statement**

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The **United Cerebral Palsy Association of Central Arizona** policy assures full compliance with Title VI of the Civil Rights act of 1964 and related statutes and regulations in all programs and activities. Title VI states that "no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination" under any **United Cerebral Palsy Association of Central Arizona** sponsored program or activity. There is no distinction between the sources of funding.

**United Cerebral Palsy Association of Central Arizona** also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Furthermore, **United Cerebral Palsy Association of Central Arizona** will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When **United Cerebral Palsy Association of Central Arizona** distributes Federal-aid funds to another entity/person, the **United Cerebral Palsy Association of Central Arizona** will ensure all sub-recipients fully comply with **United Cerebral Association of Central Arizona** Title VI Nondiscrimination Program requirements. The **Chief Executive Officer** has delegated the authority to **Mary Kellogg** Program Manager, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

  
Brenda Hanserd, CEO

# Title VI Notice to the Public

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## Notifying the Public of Rights Under Title VI UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA

The **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** operates its programs and services without regard to race, color, national origin by Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA**.

For more information on the **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA's** civil rights program, and the procedures to file a complaint, contact Title VI Coordinator **Mary Kellogg**, 602-943-5472; email [mary.kellogg@ucpofcentralaz.org](mailto:mary.kellogg@ucpofcentralaz.org); or visit our administrative office at 1802 West Parkside, Lane Phoenix, Arizona 85027. For more information, visit [www.ucpofcentralaz.org](http://www.ucpofcentralaz.org)

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department**; ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor- TCR 1200 New Jersey Ave., SE Washington DC 20590.

Para informaci6n en Espanol llame a: **Bianca Rodriguez** at 480-364-8254

*The above notice is posted in the following locations:*

**1802 WEST PARKSIDE LANE, PHOENIX, ARIZONA 85027**

**5025 E. Washington St Suite 108, PHOENIX, ARIZONA 85034**

*This notice is posted online at [WWW.UCPOFCENTRALAZ.ORG](http://WWW.UCPOFCENTRALAZ.ORG)*

# **Title VI Notice to the Public - Spanish**

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## **Notificación al público de los derechos en virtud del título VI ASOCIACIÓN UNIDA DE PALSY CEREBRAL DEL CENTRO DE ARIZONA**

La **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** opera sus programas y servicios sin distinción de raza, color, origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que crea que ha sido agraviada por alguna práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la **ASOCIACIÓN UNIDA DE PALSY CEREBRAL DEL CENTRO DE ARIZONA**.

Para obtener más información sobre el programa de derechos civiles de la **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** y los procedimientos para presentar una queja, comuníquese con la Coordinadora del Título VI Mary Kellogg, 602-943-5472; correo electrónico [mary.kellogg@ucpofcentralaz.org](mailto:mary.kellogg@ucpofcentralaz.org); o visite nuestra oficina administrativa en 1802 West Parkside Lane Phoenix, Arizona 85027. Para obtener más información, visite [www.ucpofcentralaz.org](http://www.ucpofcentralaz.org).

Un demandante puede presentar una queja directamente con el Departamento de Transporte Público de la Ciudad de Phoenix o la Administración Federal de Tránsito (FTA) presentando una queja directamente en las oficinas correspondientes de Derechos Civiles: Departamento de Transporte Público de la Ciudad de Phoenix: ATTN: Coordinador del Título VI, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN: Coordinador del programa Título VI, East Building, 5th Floor TCR 1200 New Jersey Ave., SE Washington DC 20590.

Para información en español llame a: Bianca Rodriguez al 480-364-8254.

*The above notice is posted in the following locations:*  
**1802 WEST PARKSIDE LANE, PHOENIX, ARIZONA 85027**  
**5025 E. Washington St Suite 108, PHOENIX, ARIZONA 85034**

*This notice is posted online at [WWW.UCPOFCENTRALAZ.ORG](http://WWW.UCPOFCENTRALAZ.ORG)*

# Title VI Complaint Procedures

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## UNITED CEREBRAL PALSY OF CENTRAL ARIZONA Complaint Procedure

Any person who believes that he or she has been excluded from participation in, been denied the benefits of, or otherwise subjected to unlawful discrimination, under any United Cerebral Palsy Association of Central Arizona program or activity, and believes the discrimination is based upon race, color or national origin may file a complaint with the UCP Title VI Coordinator. This anti-discrimination protection also extends to the activities and programs of UCP third-party contractors. Any such complaint must be filed within 180 days of the alleged discriminatory act (or latest occurrence).

Passengers using federally funded public transportation are entitled to equal access, seating, and treatment. Under Title VI of the Civil Rights Act of 1964 (as amended) and related statutes, UCP must ensure that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any federally funded program, activity or service it administers.

Complaints about alleged non-compliance with Title VI and related statutes may be lodged with the UCP Title VI Coordinator. Any such complaint must be filed within 180 days of the alleged discriminatory act (or latest occurrence). A complainant is dissatisfied with a UCP decision may file a complaint with the COP or FTA office of civil rights: City of Phoenix: ATTN Title IV Program Coordinator 302 Nth 1<sup>st</sup> Ave Suite 900 Phoenix 85003 or FTA ATTN Title IV Coordinator E Bldg. 5<sup>th</sup> floor New Jersey Ave, SE Washington, DC, 20590

To submit a claim by mail or in person, please fill out the printable complaint form and mail, email or hand-deliver to:

United Cerebral Palsy of Central Arizona 1802  
West Parkside Lane  
Phoenix, Arizona 85027  
Email: [mary.kellogg@ucpofcentralaz.org](mailto:mary.kellogg@ucpofcentralaz.org)  
Phone: 602-943-5472

Complaints received by the UCP Title VI coordinator will be investigated by Federal standards (28CFR Part 35 and FTA Circular 4702.18). After the complaint is processed UCP will respond to the complainant and, if warranted by the investigation, take appropriate action. The City of Phoenix, as the designated recipient of federal funds for the region, is responsible for monitoring this process.

**A complainant dissatisfied with UCP's decision may file a complaint with the City of Phoenix, or the Federal Transit Administration (FTA) offices of Civil Rights: City of Phoenix: ATTN Title VI Program Coordinator, 302 N. 1st Avenue, Suite 900, Phoenix, AZ, 85003; FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Avenue, SE Washington, DC, 20590.**

# Title VI Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
Are you filing this complaint on your behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National
Origin Date of Alleged Discrimination (MO, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		
<b>Section VI:</b>		
Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



If yes, please provide any reference information regarding your previous complaint.	
<b>Section V:</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes      0    No	
If yes, check all that apply:	
0 Federal Agency:	
0 Federal Court:	0 State Agency:
<input type="checkbox"/> State Court: _____	<input type="checkbox"/> Local Agency:
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
<b>Section VI:</b>	
Name of agency complaint is against:	
Name of person complaint is against:	
Title:	
Location:	
Telephone Number (if available):	

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail or email this form to:  
**United Cerebral Palsy Association of Central Arizona: Mary Kellogg 1802**  
**West Parkside Lane**  
**Phoenix, Arizona 85027**

**602-682-1839**  
[mary.kellogg@ucpofcentralaz.org](mailto:mary.kellogg@ucpofcentralaz.org)

A copy of this form can be found online at [www.ucpofcentralaz.org](http://www.ucpofcentralaz.org)

# Title VI Forma de Quejas

<b>Section</b>		
Nombre:		
Domicilio:		
Telefono (Casa):	Telefono (Trabajo):	
Correo Electronico:		
Requisites accesibles en el formato?	<input type="checkbox"/> Imprenta Grande	<input type="checkbox"/> Cinta de Audio
	<input type="checkbox"/> TDD?	<input type="checkbox"/> Ota
<b>Seccion II:</b>		
¿Esta presentando esta queja en su propio nombre?	<input type="checkbox"/> Si*	<input type="checkbox"/> No
<i>*Si a respondido "si" a esta pregunta, val/a a <b>Sección III</b>.</i>		
Si no, por favor proveanos con el nombre y la relación de la persona por cual esta usted haciendo la queja.		
Por favor, explique por que usted ha presentado para un tercero:		
Por favor, confirma que ha obtenido el permiso de la parte perjudicada, si usted esta presentando en nombre de un tercero.	<input type="checkbox"/> Si	<input type="checkbox"/> No
<b>Section III:</b>		
Crea que la discriminación que experimente fue basado en (marque todo lo que corresponda):		
<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Nacionalidad/Origen
Fecha de la Discriminación Presunta (mes, dia, afio): _____		
Explique lo mas claro posible lo ocurrido y porque usted cree que fue discriminado. Describa todas las personas involucradas. Incluya nombres e información de contacto de las personas que discriminaron contra usted (si se conoce) tambien de los nombres e informacion de contacto de cualquier testigo. Si necesita mas espacio, use la parte de atras de esta forma.		
<b>Seccion VI:</b>		
Agencia	<input type="checkbox"/> Si	<input type="checkbox"/> No

En caso afirmativo, proveanos cualquier informaci6n de referenda con respecto a su queja anterior.	
<b>Seccion V:</b>	
tHa presentado esta queja con cualquier otro, estatSectionencia local Federal, o con cualquier corte federal o estatal?	
<input type="checkbox"/> Si <input type="checkbox"/> No	
En caso afirmativo, marque todo lo que corresponda:	
<input type="checkbox"/> Agencia Federal:	
D Corte Federal:	<input type="checkbox"/> Agencia Estatal
D Corte Estatal:	D Agencia Local:
Por favor prevenos informacion de contacto de la persona de la agencia/corte en donde la queja fue archivada.	
Nombre:	
Titulo:	
Agencia:	
Domicilio:	
Telefono:	
<b>Section VI:</b>	
Nombre de la agencia por cual la queja es encontra:	
Nombre de la persona por cual la queja es encontra:	
Titulo:	
Location:	
Numero de telefono (si es disponible):	

Puede adjuntar cualquier material escrito o cualquier otra informacion que usted piensa que es relevante para su queja. Su firma y la fecha estan obligados a continuacion

\_\_\_\_\_

Firma

\_\_\_\_\_

Fecha

Por favor, envíe este formulario en persona a la direccion indicada mas abajo, o por correo:

**United Cerebral Palsy Association of Central Arizona: Bianca Rodriguez**  
**1802 West Parkside Lane**  
**Phoenix, Arizona 85027**

**602-682-1870**

[brodriguez@ucpofcentralaz.org](mailto:brodriguez@ucpofcentralaz.org)

Una copia de este formulario se puede encontrar en: [www.ucpofcentralaz.org](http://www.ucpofcentralaz.org)

# Title VI Investigations, Complaints, and Lawsuits

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This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin)	Status	Action(s) Taken (Final findings?)
<b>Investigations</b>				
1)				
2)				
<b>Lawsuits</b>				
1)				
2)				
<b>Complaints</b>				
1)				
2)				

United Cerebral Palsy Association of Central Arizona has **not** had any Title VI complaints, investigations, or lawsuits from 2018 to 2021.

## Public Participation Plan

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# UNITED CEREBRAL PALSY ASSOC/ACTION OF CENTRAL ARIZONA *Public Participation Plan*

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This policy establishes a process for obtaining input from and providing information to the public concerning agency programs, projects, and program funding in order to ensure the public is informed and has the opportunity to provide United Cerebral Palsy Association of Central Arizona (UCP) with input so plans can reflect the public's desire. UCP will review and update its Public Participation Plan and this policy periodically as required by law, but no less often than every five years. Various federal and state laws and regulations require that an agency such as UCP conduct and establish a Public Participation Plan to ensure that the public is involved and that community concerns are addressed.

United Cerebral Palsy Association of Central Arizona engages the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, UCP has the following community outreach efforts:

- **UCP OF CENTRAL ARIZONA CONDUCTS AN ANNUAL SURVEY**
- **UCP OF CENTRAL ARIZONA PUBLISHES A QUARTERLY COMMUNITY NEWSLETTER**
- **UCP OF CENTRAL ARIZONA PUBLISHES AN ANNUAL REPORT**

In the upcoming year United Cerebral Palsy Association of Central Arizona is planning the following community outreach efforts:

- **CONDUCTING ONE PUBLIC MEETING TO INCREASE COMMUNITY OUTREACH**

**Public Meetings:**

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

**UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** submits to the City of Phoenix annually a funding application. Part of the annual application is a public notice that is distributed by the Maricopa Association of Governments, which includes a 30-day public comment period.

## **Limited English Proficiency Plan**

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UNITED CEREBRAL PALSY ASSOCIATION OF  
CENTRAL ARIZONA

## *Limited English Proficiency Plan*

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**UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** services as required by Executive Order 13166. A Limited English Proficiency person does not speak English as their primary language and has a limited ability to read, speak, write, or understand English.

The plan details procedures on how to identify a person who may need language assistance, how assistance may be provided, staff training, notification to LEP persons that assistance is available, and information for plan updates. In developing the plan while determining the **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA'S** extent of the obligation to provide LEP services, the **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** undertook the U.S.

Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA'S** service area who may be served or likely to encounter by **UNITED CEREBRAL PALSY ASSOCIATION** program, activities, or services;
- 2) The frequency with which LEP individuals come in contact with **THE UNITED CEREBRAL PALSY ASSOCIATION**;
- 3) The nature and importance of the program, activities, or services provided by the **UNITED CEREBRAL PALSY ASSOCIATION** to the LEP population; and
- 4) There are resources available to **UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

A statement in **SPANISH** will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

#### **Safe Harbor Provision**

**UNITED CEREBRAL PALSY ASSOCIATION** complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. Concerning Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form



In addition, we will conduct our marketing (including using translated materials) in a manner that will reach each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Transportation Schedules
- (5) Route Changes
- (6) Public Hearings

**UNITED Cerebral Palsy of Central Arizona**, Adopt the City of Phoenix Valley Metro 201a plan, **see attached at the end of this document.**

# Non-elected Committees Membership Table

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A sub-recipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Sub recipients also must include a description of the efforts made to encourage the participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
UCP Board of Directors	10	2		1	

**The United Cerebral Palsy Association encourages the participation of minorities on the Board of Directors by strategically participating in community events, scheduling one-to-one meetings with likely candidates, and soliciting participation through publications, such as community newsletters.**

# Monitoring for Sub Recipient Title VI Compliance

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UNITED CEREBRAL PALSY ASSOCIATION OF CENTRAL ARIZONA does NOT monitor sub recipients for Title VI compliance.

# Title VI Equity Analysis

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Sub-recipient planning to acquire land to construct certain types of facilities must not discriminate based on race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process before the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

*Note: Even if facility construction is financed with non-FTA funds, if the sub-recipient organization receives any FTA dollars, it must comply with this requirement.*

No facilities covered by these requirements were developed since 2012.

## A. Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Per 49 CFR 21.9(b)(3), recipients may not select the size or location of facilities with the purpose or effect of excluding persons from, denying the benefits of, or subjecting them to discrimination based on race, color, or national origin. Additionally, the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined based on race, color, or national origin.

# **Board Approval for the Title VI Program**

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United Cerebral Palsy Association of Central Arizona Board Minutes,  
February 22, 2022





**UCP of Central Arizona**  
**Board of Directors Meeting**  
**MINUTES**

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<i>Date:</i> February 22, 2022	<i>Chairman:</i> Brett Heising
<i>Time:</i> 4:19 p.m.	<i>Vice Chair:</i> Randall Howe
<i>Location:</i> Virtual via Zoom	<i>Treasurer:</i> Daniel Williams
Recorder of minutes: Son Yong Pak	<i>Secretary:</i> Son Yong Pak
	<i>CEO:</i> Brenda Hanserd

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**ATTENDANCE**

**Board Members Present:** Nicole Anderson, Gary Brennan, Manuel Cairo, Randall Howe, Son Yong Pak, Marcos Tapia, Christopher Vinyard, Craig Woods

**Member(s) Absent:** Phil Barber, Brett Heising, Michael Kruer, Suzy Peel, Daniel Williams,

**Quorum:** Yes

**Staff Present:** Brenda Hanserd

**CALL TO ORDER** By Randall (Randy) Howe at 4:19 p.m.

**APPROVAL OF MINUTES**

**Randall Howe**

Randy announced that the minutes of the November 2021 and January 2022 meeting minutes had been distributed prior to today's meeting and asked for a motion to approve the minutes. The motion was made by Gary and seconded by Manny for both November and January meeting minutes. There was no debate on the motion. Randy put forth the vote and the minutes were passed.

**FINANCE COMMITTEE REPORT**

**Brenda Hanserd**

Brenda reported on UCP's financial performance for January 2022 as yesterday was Patti's last day with UCP. January income was favorable due to receiving one-time gift of \$125,000. Salaries and Related Expenses are \$101,811 favorable to budget due to open positions. Total revenue is unfavorable to budget by (\$79,048) due to decrease in encounters because of staffing shortage in the early learning center and day treatment for adults (DTA). Brenda anticipates higher revenue in March as UCP has lifted the COVID waitlist. For the year-to-date (YTD), operating expense is (\$90,000) unfavorable to the budget.

**CEO REPORT**

**Brenda Hanserd**

Brenda provided a CEO Report, 2/22/21, with the board packet.

### **Staff Vacancies**

Direct of Finance - Patty gave a 30-day notice, and her last day was yesterday. A requisition was posted three weeks ago, and Brenda is working with Robert Half, a talent agency. Brenda is considering posting the position as Chief Finance Officer (CFO) position to see if UCP receives a larger response to the advertisement.

Director of Human Resources (HR) – Adrienne submitted a resignation as she is relocating to northern Arizona on March 4, 2022. Dionne Hackett is the current HR Manager, and she will serve as the interim Director of HR. Brenda reported recruitment has been challenging and wants to use this opportunity to restructure the HR department by considering outsourcing recruitment. Final decision is pending.

Manny shared his concerns about losing two very important roles and staff members and encouraged Brenda and the board to focus on therapy. Also, Manny stated that the board should remain nimble as UCP is taking on additional challenge with losing these positions. Gary suggested that UCP should focus on revenue generating services such as home-and community-based services (HCBS) rather than licensed therapy services to offset the financial loss. Nicole asked about Brenda's plan for hiring a CFO position instead of Director for Finance. Brenda indicated that the response to the Director of Finance posting was extremely low, and she discussed Brett. Brenda suggested the board should follow up Brett with any questions. Brenda assured the board that she has a handoff plan in place. UCP has a monthly policy meeting and quarterly manager meeting that allows for business continuity and staff transition. She started working with both Patti and Adrienne upon receipt of their notices.

### **COVID Vaccine Mandate**

Brenda reached out to AHCCCS Office of General Counsel and Law Offices of Snell and Wilmer for their guidance on the vaccine mandate. It was decided that vaccine mandate does not apply to UCP as is not registered as a Medicare provider. Of note, vaccine mandate requires 80% of staff vaccination. UCP will continue to encourage staff vaccination to maximize protection for staff and families served.

### **Development**

A new donor has pledged \$250,000 over a two-year period to cover the cost for therapy. UCP is also a recipient of a \$30,000 grant from the Baptist Hospital and Health System (BHHS), which will go towards covering the cost for therapy. Camille is currently working on the New Arizona Gives Day and Champions Event for fundraising.

### **Clinical Assessment**

UCP has selected Blue & Co., LLC for perform clinical operations assessment over Protivity and MGMA Consulting. Per Brenda, Protivity is more structured but costly and felt that Blue seemed more flexible in terms of offering support UCP needs. Brenda has verified the consultant's references which includes a hospital, clinic and physician office, and asked about engagement, implementation strategies, and net savings as a directly result of implementing strategies. Onsite work is projected for March. Manny and Nichole voiced concerns with moving forward in March with the project since vacancies in key leadership roles exists. Brenda agreed but indicated she would have follow-up conversation with Brett.

Craig asked Brenda whether she has considered partnering with the Arizona State University (ASU) WP Carey School of Business for addressing ongoing operational issues as students pursuing the Master's in Business Administration degree is required to take on projects as there is no cost to the organization. In addition, UCP can leverage academic resources such as population analysis. Craig volunteered to explore this opportunity further with ASU. Brenda commented that this could be a good option as long as the students have comparable expertise as the consulting firms.



**Title VI Plan**

City of Phoenix requires an update to the Title VI Plan every three years as part of the grant. The Plan was due in January. Brenda requested and the city granted an extension. Brenda shared a summary table that documented pages, description of change, and modifications. Modifications were minimal to include staff contact information, updated board member information.

The motion was made by Gary to adopt the change and seconded by Nicole. There was no debate on the motion. Randy put forth the vote and the motion carried.

**CHAIR REPORT**

N/A

There was no Chair report as Brett was not able to attend the meeting.

**EXECUTIVE SESSION:**

Randy asked for motion to move the meeting into Executive Session. The motion was made by Manny and seconded by Nicole. The board went into executive session at approximately 5:19 p.m. The board moved out of executive session at approximately 6:01 p.m.

**ADJOURNMENT** took place at 6:02 p.m.

With no further business, Randy asked for a motion to adjourn the meeting. The motion was made by Gary and required no second. The meeting ended at 6:02 p.m.

**NEXT MEETING**

The next meeting is scheduled on Tuesday, March 22, 2022, 4:15 p.m. to 5:30 p.m. The meeting will be virtual, through Zoom technology, unless otherwise communicated to BOD members.

**MEETING MATERIALS DISTRIBUTED**

UPC Board Agenda, 2/22/22  
UCP Board Minutes, 11/17/21 and 1/25/22  
Finance Committee Report, February 2022  
CEO Report, 2/21/22

Respectfully submitted,

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Son Yong Pak

