



**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

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***Program Planning and Evaluation Committee***

**PP&E MEETING NOTES**

**December 4, 2008**

**PP&E Members Present**

Ann Smith  
 Betsy Farmer  
 Christopher Drummond  
 Enrique Escallón  
 Idelio Valdes  
 Kathy Henderson  
 Pam Hinterlong  
 Shirley Kervin  
 Susan Gold  
 Suasn Redmon  
 Susan Gold

**Not Present**

David Wood  
 Ernest Smith  
 Marc Tasse  
 Ronnie Bianco

**Guest**

Casey Stewart  
 Doreen Stewart  
 Judy Owen

**Staff**

Allison Cruz-Mitchell  
 Antionette Williams  
 Debbie Richards  
 Debra Dowds  
 Dennie Hill  
 Karen Pelham  
 Misty Grimm  
 Latarsha Williams  
 Lisa Taylor  
 Shanette Peters

**I. Call to order**

Susan Redmon called to order the meeting of the PP&E Committee at 1:10pm when quorum was established.

**II. Approval of minutes from 9-18-08**

Enrique Escallon made a motion to approve the September 18, 2008, PP&E minutes, Kathy Henderson seconded the motion; the motion was carried.

**III. Budget Update**

FINANCE REPORT – Lisa Taylor, CPA, CFO

Lisa Taylor gave a brief description of the budget and Finance committee action items. The following are some of the action items pertinent to PP&E (Additional information is available in the Finance Committee meeting minutes):

The 2010 grant funds are received October 1, 2009. The estimated amount for each task force is \$322,390. The schedules to commit and obligate 2010 funds were approved. The schedule is as follows:

	Commit	Obligate	Liquidate	Current	Cumulative
50%	9/09	3/10	3/11	\$161,195	\$161,195
50%	12/09	6/10	6/11	\$161,195	\$322,390

In accordance with the IRS's change in the mileage rate, FDDC's travel policy will be amended to reflect the reduction in the reimbursement rate for mileage from 58.5

per mile to 55 cents per mile. This will be effective for travel incurred January 1, 2009 and thereafter.

**IV. Task Force Presentation**

**Health Care/Prevention (HC/P)**

Debbie Richards (program manager) on behalf of HC/P provided a presentation on the progress HC/P is making towards meeting the state plan goals. Ms. Richards summarized the state plan goals the task force is focusing on (which include: HC goals 1 and 2 and EI Goal 1); and the various projects currently under the oversight of the task force (e.g.: Redefining Medical Necessity; Proxy Survey; Medicaid Buy-in; RFP to identify programs that increase wellness and reduce secondary health conditions; HIV Transition Clinic; Breast Health Access survey Oral health project; Health Care Transition website; among other projects).

**V. Projects:**

**Child Development and Education (CD/ED)**

**Project 1 – Project Discover**

Brief Description: The purpose of this request is for additional funds to extend the current contract to be in line with the school year calendar and continue to provide services. The extension will also be used to create a foundation for proposed year three (3). Due to the tremendous acceptance of Project Discover, in Martin County, a Discovery Continuum Committee has been established to formulate, plan and eventually implement the Discovery Process into the elementary, middle and high schools in Martin County. The amount of FDDC funds requested is \$50,000 of CD/ED task force funds

**MOTION:**

Enrique Escallon made a motion to approve the project and Christopher Drummond seconded the motion; motion carried.

**Child Development and Education (CD/ED)**

**Project 2 – Implementation of Universal Education Practices**

Brief Description: The provider will identify and engage 2-3 districts and (1) conduct a comprehensive assessment of universal education practices (with an inherent focus on inclusive practices) at the district and/or school level (2) based on the comprehensive assessment, develop a strategic-implementation plan (with timelines and persons responsible for implementation and evaluation of specific goals) to address provision of evidenced-based universal education practices (3) provide training and technical assistance for targeted district and/or school level personnel for implementation of best practices/evidenced-based practices on universal education. (4) establish a community of practice network between and among the targeted districts, to facilitate the sharing of information to improve and enhance universal education practices. The amount of FDDC funds requested is \$100,000 of CD/ED task force funds

**MOTION:**

Enrique Escallon made a motion to approve the project and Christopher Drummond seconded the motion; motion carried.

**Child Development and Education (CD/ED)**

**Project 3 – Special Education and Advocacy Workshop**

Brief Description: Four to five workshops will be conducted in selected cities throughout the state to provide students with developmental disabilities, their families, guardians, and other interested persons with information and written materials concerning special education law and advocacy. The Council will contract with a professional planner to plan and coordinate the workshops. The Council will also contract with Peter W. Wright and Pamela Wright, recognized national experts, to conduct the training. Pursuant to a provision in the Wright's contract, the Council will also use the funds to purchase materials from Harbor House Law Press, Inc. Information gained during the 2006 and 2008 workshops has been used to improve the design and delivery of the proposed workshops. The amount of FDDC funds requested is \$70,000 of CD/ED task force funds

**MOTION:**

Enrique Escallon made a motion to approve the project and Idelio Valdes seconded the motion; motion carried.

**Recommendations:**

- Establish a link from the Council's website and the FYI Transition Website to the training sessions on video on Wrights Law website

**Child Development and Education (CD/ED)**

**Project 4 – You Make a Difference**

Brief Description: The current plan is composed of two phases. Phase one will be conducted throughout 2009 to increase awareness of the need for schools to become more inclusive of students with developmental disabilities and the benefits to students, parents, teachers, and to the community. Previous award winners will be contacted and invited to participate in an awareness campaign. Funding is requested to cover these costs. Phase two will consist of the nomination and evaluation and selection process as previously conducted. The selection process is a time intensive process of reviewing the many nominations and weighing the responses to the various questions on the nomination form against established criteria. The YMAD selection committee consists of Council Members and Resource Members with special expertise and experience with inclusion. The amount of FDDC funds requested is \$50,000 of CD/ED task force funds

**MOTION:**

Enrique Escallon made a motion to approve the project and Christopher Drummond seconded the motion; motion carried.

**Recommendations:**

1. Video tape the You Make a Difference Awards event and link it to the Council's website and utilize it for marketing purposes.
2. Video tape award recipients demonstrating exemplary inclusive practices, link it on the Council's website and utilize it for marketing purposes.

**Community Living/Support Coordination (CL/SC)**

**Project 1 – Next Chapter Book Club**

Brief Description: The Next Chapter Book Club (NCBC) is designed to provide adolescents and adults with disabilities with the opportunity to read and learn and to talk about books, as well as to make friends in community settings. Next Chapter Book Clubs across North America and in Germany meet weekly in local bookstores and cafés to read aloud and discuss books of their choosing. The members range from those who read well to those who cannot read independently and the age range varies from people age twelve (12) to people age eighty (80).

The amount of FDDC funds requested is \$100,000 of CL/SC task force funds.

**MOTION:**

Enrique Escallon made a motion to approve the project with a stipulation to have project provider identify a sustainability plan for project continuation after Council funding; Kathy Henderson seconded the motion.

Discussion: Judy Owen made recommendations to change the language in the proposal and RFP to state:

- Description: The Community Living & Service Coordination Task Force proposes to fund the development and implementation of Next Chapter Book Clubs in Florida.
- Objective: The selected provider(s) will be trained on the Next Chapter Book Club project model by the Nisonger Center program staff and will implement at least (2) book clubs in the state of Florida
- Outcome: The Council will help to implement and to establish local chapters of the nationally recognized Next Chapter Book Club project model in Florida in two (2) areas of the state.

Enrique Escallon amended his motion to include the recommendations of Judy Owen. The motion was approved.

It was subsequently clarified, that Judy Owen is not a voting member on PP&E. Enrique Escallon withdrew his initial motion. He then made a new motion to approve the project with the stipulations to change the language in the proposal and RFP to state:

- Description: The Community Living & Service Coordination Task Force proposes to fund the development and implementation of Next Chapter Book Clubs in Florida.
- Objective: The selected provider(s) will be trained on the Next Chapter Book Club project model by the Nisonger Center program staff and will implement at least (2) book clubs in the state of Florida

- Outcome: The Council will help to implement and to establish local chapters of the nationally recognized Next Chapter Book Club project model in Florida in two (2) areas of the state.

Kathy Henderson seconded the motion; motion carried.

**Community Living/Support Coordination (CL/SC)**  
**Project 2 – Shared Housing Ownership Feasibility Study**

Brief Description: This project will consist of one core component: the research and development of a comprehensive written feasibility report that will provide verifiable information and recommendations to the Council on the feasibility of developing and implementing a shared housing ownership pilot project. For the purpose of this project, the specific shared home ownership model that the Council wishes to explore consists of individualized financing/mortgages for single properties in which several individuals with disabilities are able to purchase, live together, and share in home supports and services. If research findings support the actual development of this shared housing ownership model in Florida, the selected provider will then provide the Council with an outline of a suggested pilot implementation plan.

The amount of FDDC funds requested is \$50,000 of CL/SC task force funds.

**MOTION:**

Kathy Henderson made a motion to approve the project; Christopher Drummond seconded the motion; motion carried.

**Community Living/Support Coordination (CL/SC)**  
**Project 3 – Developmental Disabilities System Strategic Plan**

Brief Description: As a result of the limitations and eliminations of services, tiers and reductions of rates that have been imposed on the developmental disabilities waiver systems over the last two (2) years, the waiver system and supports for persons with developmental disabilities in the state is facing a crisis. Restoring the system as originally designed is not an option, instead long range plans need to be developed that shapes the system of supports that meet the needs of people with developmental disabilities. This initiative is a collaborative effort with the Agency for Persons with Disabilities, developmental disability organizations, family members and individuals with developmental disabilities and other developmental disabilities stakeholders will develop a strategic plan for a system of supports so that individuals with developmental disabilities can live a self directed life. The Humans Service Research Institute will facilitate this collaborative discussion, develop the strategic plan, provide the data and analysis to support the plan and assist in presenting the plan to the broader developmental disabilities community and legislator. The amount of FDDC funds requested is \$72,821 of CL/SC task force funds.

**MOTION:**

Kathy Henderson made a motion to approve the project; Idelio Valdes seconded the motion; motion carried.

## **Employment**

### **Project 1- Association for Persons in Supported Employment (APSE)**

Brief Description: This project will provide funding for at least 20 individuals with developmental disabilities to attend the Annual APSE Conference in the Fall of 2009. The APSE Conference is an opportunity for people with disabilities, family members, support providers, and employers to learn more about employment practices that work and strategies to overcome barriers that exist in obtaining employment. The amount of FDDC funds requested is \$10,000 of task force funds.

This initiative was previously approved by PP&E at the September 2008 Council meeting. The APSE conference was cancelled due to Hurricane Faye. At this PP&E meeting, the committee members are being informed that the funds for the event previously approved will be used to host the same event in 2009.

## **Employment**

### **Project 2 – One Stop Service Center**

Brief Description: The One Stop Service Center Initiative will address the employment service needs and employment barriers of individuals with disabilities. This initiative will educate the One Stop Service Centers on disability supports and accommodations while building partnerships with state agencies, Workforce Boards, employers, school systems and family networks. Three pilot sites will be established. Ultimately, the goals of this initiative are to (1) increase and improve employment services at One Stop Service Centers. (2) reduce barriers to employment for individuals with disabilities through stakeholder collaborative efforts over a three year period. To this end, the framework of this project will center around three phases: Research (information gathering), Training, and Implementation. The amount of FDDC funds requested is \$90,000 of Employment task force funds.

### **MOTION:**

Susan Gold made a motion to approve the project for \$90,000 (\$65,000 for personnel and \$25,000 for travel) of Employment task force funds ; Idelio Valdes seconded the motion; motion carried.

## **Health Care/Prevention (HC/P)**

### **Project 1 – Community Action Campaign to Reduce FAS in Florida**

Brief Description: Florida's Fetal Alcohol Spectrum Disorders Interagency Action Group developed a guide which has provided the source material outlined in the Need for Project section. The information obtained has provided a foundation to further develop a mechanism for communities throughout the state to engage strategic partners that will assist state and social service agencies promote educational and media events that will reduce and eliminate alcohol consumption by women who are pregnant. The amount of FDDC funds requested is \$148,000 of HC/P task force funds.

**MOTION:**

Betsy Farmer made a motion to approve the project; Ann Smith seconded the motion; motion carried.

**Health Care/Prevention (HC/P)**

Project 2 – Florida Office on Disability and Health Web-based Health Care Proxy Survey

Brief Description: The Florida Office on Disability and Health proposes, with the cooperation of the Florida Developmental Disabilities Council (FODH), will develop a Web-based Health Care Proxy Survey about the health of PWD for completion by proxies (e.g., family, group home staff member). This survey will provide an opportunity for caregivers and representatives to respond anonymously over the internet to questions paralleling the BRFSS survey on behalf of a PWD who cannot respond directly. These data will be comparable to a similar web survey for self-administration by the FODH to be fielded during 2009, and also to the standard BRFSS state telephone survey conducted by the CDC and Florida. The amount of FDDC funds requested is \$14,476 of HC/P task force funds.

**MOTION:**

Kathy Henderson made a motion to approve the project; Betsy Farmer seconded the motion; motion carried.

**Recommendation:**

- Health Care Task Force to discuss larger collaboration efforts or opportunities with FDOH

**Public Policy Advocacy Committee**

Project 1- Partners in Policymaking Coordinator

Brief Description: The purpose of this project is to contract with a coordinator for the Partners in Policymaking program. Partners in Policymaking is an advocacy training program for individuals with developmental disabilities and family members. The program is designed to provide information, training, and skill building so that participants may better advocate on their own behalf. The intended goal is to achieve a partnership between people needing and using services and those in a position to make policy and law. Nationally, there are more than 8,000 Partners graduates serving on committees and boards at local, state, and national levels. The amount of FDDC funds requested is \$25,000 of PPAC Committee funds.

**MOTION:**

Enrique Escallon made a motion to approve the project; Kathy Henderson seconded the motion; motion carried.

**Public Policy Advocacy Committee**

Project 2- Legislative consultant

Brief Description: The project will provide general legislative education and advocacy services to identified Council legislative priority issues prior to 2010 and during the end of the 2009 Florida Legislative session, and during the interim between the 2009 and 2010

session in preparation for the 2010 session. The provider of these legislative education and advocacy services will also assist the Council's Public Policy Coordinator with advice and contains as necessary. The amount of FDDC funds requested is \$60,000 of PPAC committee funds.

**MOTION:**

Enrique Escallon made a motion to approve the project; Idelio Valdes seconded the motion; motion carried.

**Leadership Committee**

**Project 1- Youth Leadership Forum**

Brief Description: The Able Trust will host the 10<sup>th</sup> annual Florida Youth Leadership Forum (YLF) in Tallahassee, Florida on July 22-26, 2009. At least 50 current high school sophomores and juniors with disabilities will be selected as delegates (at least 15 with DD) for the forum. The YLF is designed to bring together young people with disabilities with leadership potential and help prepare them for the future. By serving as delegates from their communities at a 4 day event in Tallahassee, students with disabilities cultivate leadership, citizenship and social skills. The amount of FDDC funds requested is \$40,000 of Leadership Committee funds.

**MOTION:**

Betsy Farmer made a motion to approve the project; Enrique Escallon seconded the motion; motion carried.

**OTHER ITEMS:**

**Projects approved by Executive Committee**

Allison Cruz-Mitchell reported to the committee of the project that was approved by the Executive Committee's 10/23/08 conference call. The Executive Committee approved \$15,000 of CD/ED task force funds for the reprinting of the First Steps publication. Due to the timing of the quotes obtained, approval was required prior to the December 2008 PP&E meeting.

**2008 Focus Group Report**

Members were reminded that the purposes of the focus group sessions are to gather feedback from stakeholders, providers, self-advocates and families and submit results (as part of the Council's annual report) to the Administration of Developmental Disabilities. Members reviewed and discussed the 2008 Focus Group report prepared by Allison Chase, focus group facilitator. The highlight of Council's strengths and areas of improvement were discussed.

In an effort to improve the feedback of Council initiatives, staff recommended to continue to host the focus group sessions in a community organization and to invite providers (who are in the area where the focus group sessions are being held) to participate.

### **Core Committee Member Responsibilities**

The PP&E Core Committee Member Responsibilities (drafted by the Leadership Committee) was not reviewed by the members. At the recommendation of staff, the review was tabled to allow input and recommendations from the provider that will conduct organizational functional analysis of the Council.

### **State Plan Tracking Form & State Plan Implementation Chart**

Allison Cruz-Mitchell explained that the form was in the process of being updated to reflect the amendments to the Council's 5 year state plan and was not ready for dissemination. Mrs. Cruz-Mitchell informed members that the state plan tracking form will be emailed to the members in January 2009 along with the December 2008 Council meeting. An updated state plan tracking form and the State Plan Implementation Chart will be disseminated to members at the March 2009 PP&E meeting.

### **Council Satisfaction Surveys**

Allison Cruz-Mitchell informed the members that the post Council meeting and Task force meeting survey are available for members to complete online (survey monkey). Members are encouraged to provide staff feedback after each quarterly task force and council meetings. Members were also informed of, and requested to, complete an Annual Council meeting survey available online. Members were provided with the link for all the surveys. Staff will send an email reminder to members with corresponding links to the surveys.

## **VI. Adjournment**

With no further business, the committee meeting adjourned at 3:50pm.