

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

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PPE COMMITTEE MEETING NOTES

JUNE 11, 2009

PP&E Members Present

Ann Smith
Enrique Escallon
Idelio Valdes
Kathy Henderson
(via phone)
Pam Hinterlong
Ronnie Bianco
Shirley Kervin
Susan Gold
Susan Redmon

Not Present

Ernest Smith
David Wood
Christopher Drummond
Marc Tasse

Guest(s)

Dr. Jim Hinterlong
Doreen Stewart
Casey Stewart

Staff

Allison Cruz-Mitchell
Debra Dowds
Dennie Hill
Karen Pelham (via phone)
Latarsha Williams
Lisa Taylor
Misty Grimm
April Katine

I. Call to order

Susan Redmon welcomed everyone and called to order the meeting of the PP&E Committee at 1:15 PM when quorum was established.

II. Approval of minutes from 3-12-09 & 5-6-09

Pam Hinterlong made a motion to approve the March 12, 2009 and, May 6, 2009, PP&E minutes, Susan Gold 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):

Modification to the Internal Transition Obligation and Liquidation Schedules- the schedule was modified to allow the task forces more flexibility in obligating the funds. Task forces will have to commit 100% of FY2011 funds by September, 2010 and obligate these funds by September 2011.

Modification to the Guidelines for Budget Allocation Policy- approved a modification to the current policy to update language, define the approval process for the annual budget and allocation of grant funds, and provide language to address grant award increases or decreases.

Options for Shortening Contract Process-Approved the following: (1) the revised RFP timeline which shortens the time from release to the award of the RFP, (2) the

reformatting of the RFP to make it more user friendly including one version for sub-recipients and one version for vendors and, (3) the reformatting of the contract template to make it more user friendly.

IV. Program Evaluation Presentation- Dr. Jim Hinterlong.

Dr. Hinterlong presented on Program Evaluation and engaged committee members in a discussion. The goals of the presentation was:

1. Identify the several types of evaluation, including outcome and process methods.
2. Select appropriate evaluation methods to fit information needed from a diverse portfolio of grantees
3. Improve the connection between evaluation and effective grantee/contract management.

After the presentation, members made a request for Dr. Hinterlong to make this presentation to the full Council at perhaps a future Council retreat, as part of the process to develop the 2011-2016 state plan.

V. Task Force Presentation

Child Development/Education (CD/ED)

VI. Task Force Presentation

April Katine (program manager) on behalf of CD/ED task force provided a presentation on the progress the task force is making towards meeting the state plan goals. Ms. Katine, summarized the state plan goals the task force is focusing on (which include: CC Goal 4, CS Goal 1, EI Goal 1, ED Goals 1 & 2); and the various projects currently under the oversight of the task force (e.g.: You Make a Difference, Inclusive Recreation, Early Care and Inclusion, Project Source, Project Discover among other projects).

VII. Projects:

Child Development and Education (CD/ED)

Project 1 – Survey: Children with disabilities in early childhood settings.

Brief Description: In order to determine which childcare providers include children with disabilities in their facilities a provider will research the early childhood education providers in the state of Florida using resources from several state agencies (e.g., Department of Children and Families, Agency for Workforce Innovation and Early Learning Coalition) and develop a method of collecting and entering this information into a data base in order to be able to retrieve this data for use at a later time. The project will be evaluated through the completeness of the data base it produces.

The requested amount is \$20,000 from CD/ED Task Force budget.

STIPULATIONS:

1. Information gathered should be maintained confidentially
2. Survey should include a glossary of definitions

MOTION:

Ronnie Bianco made a motion to approve the project with the noted stipulations, Enrique Escallon seconded the motion; the motion was carried.

Child Development and Education (CD/ED)

Project 2 – Early Childhood Development Awareness Forums

Brief Description: The provider will gather and/or develop training materials, plan, coordinate and provide the training for five to six workshops for parents, guardians and other interested persons in cities throughout the state of Florida. The workshops will provide information about: developmental milestones for children birth to five years old; indicators to signal a child may need to be assessed for possible exceptional services; information on the roles and responsibilities of the Part C system and the K-12 school districts; identify barriers to successful inclusion in both public and private early care settings and provide strategies and recommendations on how to address the barriers involved in inclusion for children with special needs.

The requested amount is \$70,000 from CD/ED Task Force budget

MOTION:

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

Community Living/Support Coordination (CL/SC)

Project 1 – Developing Community Coalitions to Strengthen Services

Brief Description: The Community Living & Services Coordination Task Force proposes to fund a project that builds upon the initial work of the LENS project. The overall intent of this project is to provide support to regional communities so that they can continue to strengthen newly formed coalitions designed to address unmet needs in the community. The primary purpose of this project is to implement and/or expand generic, volunteer and/or informal supports and services that will address current unmet needs of individuals with developmental disabilities and their families in the community.

The requested amount is \$50,000 from CL/SC Task Force budget

STIPULATION:

1. The RFP needs to specify the composition of the coalitions

MOTION:

Enrique Escallon made a motion to approve the project with noted stipulation, Susan Gold seconded the motion; the motion was carried.

Community Living/Support Coordination (CL/SC)

Project 2 – Guardianship Training Workshops Year 2

Brief Description: The project will consist of two (2) core components: a) conversion of the content of the Council’s two training curriculums to web based training modules (one for individuals with developmental disabilities and their families and the other for attorneys and other professionals) and b) the teaching/Implementation of the revised curriculums through planning and hosting a minimum of two (2) two-day, face-to-face workshops. The curriculum and trainings should broaden the knowledge base of the intended target population as it relates to options for guardian advocacy, special needs trusts and wills.

The requested amount is \$121,175 from CL/SC Task Force budget.

MOTION:

Ann Smith made a motion to approve the project, Enrique Escallon seconded the motion; the motion was carried.

Community Living/Support Coordination (CL/SC)

Project 3 – Alternative Residential Options

Brief Description: It is intended that this project will develop a bill that provides alternative residential options that address the isolation of many adults with DD and the security that the families seek, as well as other issues/problems raised, while maintaining all the values emphasized in the DD Act. It is recommended that a workgroup be formed to:

- Gain an understanding of the issues/problems individuals with developmental disabilities and their families are facing as it pertains to their living arrangements.
- Gain an understanding of what individuals with DD and families like and do not like about the current living arrangement options in Florida.
- Educate each other about the current living arrangements options available.
- Explore the living arrangements used in other states, particularly those where individuals with DD are receiving Home and Community Based Services Waiver funds and including planned residential communities.

The requested amount is \$25,000 from CL/SC Task Force budget. PP&E Approved an additional \$10,000 from Programmatic Reserve, to cover travel expenses for this initiative.

MOTION:

Enrique Escallon made a motion to approve the project for \$35,000, (an additional \$10,000 from Programmatic Reserve to cover travel expenses from this initiative) Pam Hinterlong seconded the motion; the motion was carried.

Committee Projects

Leadership Committee

Project 1 – RFP 100 – Training and Conferences

Brief Description: The goal of the RFP is to provide opportunities for interested organizations and individuals to conduct workshops, training sessions and conferences that are directed at enhancing the quality of life for families and individuals with DD in their community and reflect the Council's mission and goals.

The requested amount is \$53,000 from Leadership Committee budget.

MOTION:

Enrique Escallon made a motion to approve the project, Pam Hinterlong seconded the motion; the motion was carried.

PP & E Committee

Project 2 – Development of the 2011 – 2016 State Plan

Brief Description: The Council will be developing its next five-year strategic State Plan to determine the goals and objectives we wish to address during the period of October 1, 2011 through September 30, 2016 in the state of Florida. The State Plan must include results of a comprehensive review and analysis of the extent to which services, supports and other assistance, are available to individuals with developmental disabilities and their families, and the extent of unmet needs for services, supports and other assistance in Florida.

The requested amount is \$50,000 from PP&E Committee budget.

MOTION:

Ronnie Bianco made a motion to approve the project, Pam Hinterlong seconded the motion; the motion was carried.

Public Policy and Advocacy Committee

Project 3 – Legislative Consultant

Brief Description: The project will provide general legislative education and advocacy services to identified Council legislative priority issues prior to and during the 2011 Florida Legislative Session. The providers of these legislative education and advocacy services will also assist the Council's Public Policy Coordinator with advice and contact as necessary.

The requested amount is \$60,000 from PPAC budget.

MOTION:

Enrique Escallon made a motion to approve the project, Ronnie Bianco seconded the motion; the motion was carried.

Partners in Policymaking Committee

Project 3 – Partners in Policymaking Coordinator

Brief Description: Advertise for the Partner in Policymaking Coordinator position. The coordinator will work on all aspects of the PIP program, including facilitating the current class and working on graduate activities at the direction of the PIP Committee.

The requested amount is \$25,000 from PPAC budget.

MOTION:

Ronnie Bianco made a motion to approve the project, Ann Smith seconded the motion; the motion was carried.

New/Old Business

1. Provider Performance Assessment Policy

Brief Description: The committee members reviewed the policy and approved revising the policy to delete references to "ITN" and add the following language for clarification: "A prohibition from sole sourcing and the documented provider performance assessment that led to this prohibition will be considered sufficient evidence of the provider's inability or unwillingness to perform and, in turn, exclude that provider from being awarded the contract through the RFP process."

2. Annual Council Survey

PP&E committee members reviewed the results of the Council's Annual Council Survey. The members discussed questions that pertained to PP&E. On question # 10 75% (15 Respondents) agreed that the Council meeting agendas should devote more time to discussion progress toward goal attainment. In the discussion members indicated that the rotating presentation during PP&E of task forces progress towards meeting the state plan addresses how the Council is working toward goal attainment. On question #11 50% (10 respondents) agreed that the Council meeting agendas do not devote sufficient time to new ideas and new initiatives. Members discussed that each of the task forces spend an enormous amount of time during task force meetings developing new ideas and new initiatives.

3. State Plan Amendment.

Allison Cruz-Mitchell provided an overview of recommended changes to the state plan from the CL/SC and CD/ED task forces.

The CL/SC task force recommended the following changes:

1. Deleting Cross- Cutting Goal 3
2. Deleting Quality Assurance Goal 2
3. Revising Quality Assurance Goal 3 to read as follows: "Quality Assurance (QA) Objective 3.1: Disseminate information and provide training related to the protection of legal rights including but not limited to guardianship and guardianship alternatives and **supporting the reduction of the numbers of individuals who are in institutions.**"
4. Deleting Transportation Goal 2

The CD/ED task force recommended the following changes:

1. Revising Early Intervention Goal 1 to read as follows: "~~Develop and implement plan to~~ **Facilitate the elimination and reduction of** ~~eliminate and/or reduce~~ barriers to inclusive opportunities in early care and early education settings for children with developmental disabilities in Florida."
2. Revising Education Objective 1.1 to read as follows: "~~At least three colleges or universities in Florida~~ **Collaborate with key stakeholders that will work towards** ~~will~~ adopting standards requiring all students in teacher education programs to take and pass classes on exceptional student education as part of required coursework."
3. Revising Education Objective 2.3 to read as follows: "**Collaborate with the Florida Department of Education, Bureau of Exceptional Education and Student Services and other state agencies to d** ~~Develop and implement~~ **expanded opportunities for students with disabilities to participate in** ~~a statewide action plan to increase post secondary opportunities for students with disabilities programs throughout Florida.~~"
4. Revising Objective 2.4 to read as follows: "**Develop an implementation guide and curriculum framework designed to assist school districts in implementing and expanding post-secondary programs throughout Florida.** ~~Collaborate with stakeholders to advocate for community-based educational and vocational options for students with disabilities ages 18-22.~~"

MOTION:

Enrique Escallon motioned to approve the recommended changes to the state plan. Idelio Valdes seconded the motion; motion carried.

4. State Plan Tracking Form

The State Plan Tracking Form and State Plan implementation chart was provided for the committee members review.

VIII. Adjournment

Enrique Escallon made the motion to adjourn the meeting, Pam Hinterlong seconded the motion. With no further business, the committee meeting adjourned at 4:40 PM.