

Florida Developmental Disabilities Council, Inc.
Community Living & Service Coordination Task Force
Quarterly Meeting Minutes
Tampa Hilton Airport/Westshore
Tampa, Florida

January 24, 2008

Members Present:

Steve Howells, Chair
Shirley Kervin
Casey Stewart
J. B. Black (for Denise Arnold)
Chip Koval
Michele Martinez
Gayle Miller

Staff:

Latarsha Williams, Program Manager
Allison Cruz Mitchell, Dep. Dir. Of Programs

Members Absent:

Ernest Smith
Marc Tasse
Idelio Valdes

Guests:

Doreen Stewart

I. Call to Order:

The task force meeting was called to order at 9:07 a.m. by the Task Force Chair, Steve Howells. Introductions were made by all individuals present. Quorum was established.

II. Chairman's Overview Report

Steve Howells reported to the members that changes in the Council's Line Items have brought about a need for a discussion regarding certain projects. He also briefly mentioned several new project ideas that he would introduce later on in the meeting.

III. Review of the Minutes:

The members reviewed the minutes from the October 25 & 26, 2007 Task Force meeting.

It was moved (Chip Koval) and seconded (Michele Martinez) to approve the minutes from the October 25-25, 2007 meeting.

The motion was unanimously approved.

IV. Task Force Meetings Business:

The members discussed future meetings. It was decided that future meetings will be kept to one day (as opposed to two days). The meetings for the rest of this year are to be held in Ft. Lauderdale and Orlando. The meeting dates are as follows:

April 4, 2008 – Ft. Lauderdale
July 18, 2008 - Orlando
October 17, 2008 - Ft. Lauderdale

V. State Plan Discussion:

A discussion regarding the state plan was held. Members asked for clarity of what specific parts of the plan are reported to the Administration on Developmental Disabilities. Mr. Howells indicated that he did not feel like there was enough time during this meeting to make an informed decision on recommendations for amendments. Others agreed.

A small work group was developed to take time to review the State Plan goals and strategies in more detail and to make recommendations on behalf of the task force. The work group will consist of Steve Howells, Chip Koval and Gayle Miller. The work group will address the following questions:

- 1) What has already been accomplished?
- 2) What can be eliminated?
- 3) Are the current strategies needed?
- 4) Do we need to look at different strategies and objectives?

It was decided that the workgroup would meet via conference call on *Tuesday, February 5, 2008 at 10:00 a.m.* to discuss the state plan and to make recommendations to share with the task force. A follow up task force conference call was scheduled for Friday, February 8, 2008 at 1:00 p.m.

VI. Review of the Budget:

Latarsha provided the members with an overview of the status of the task force budget. Ms. Williams indicated that the task force has been requested to develop a plan of action for obligating 2007 Task Force funds by the June 2008 Council meeting. This request was made by the Council's Finance Committee during the December Council Meeting.

Action Item:

As a result of this request to obligate funds by June 2008, the task force must decide whether to continue with two (2) initiatives that did not receive adequate proposals (the Transportation Voucher Pilot Project and the Reaching out Together Project).

Allison Cruz Mitchell provided the members with an overview of the decisions made at the Council meeting regarding the over all Council budget. Essentially, all line items have been eliminated, to be effective as of the 2008 budget year. Funds from the line items were equally divided among the four task forces (each received \$91,250). Task forces were then asked to consider funding the line items affected by this decision (PIT, APSE, and Pre-Card).

Ms. Cruz Mitchell provided the members with an overview of each of the three (3) line item projects. A discussion was held regarding the line items and the members asked Ms. Mitchell questions regarding each line item discussed.

Partners in Transition Initiative:

The CL/SC task force recommended:

- Find ways to reduce the cost of the project (look at attendance, venue, whether or not to actually hold summit);
- Determine what can be done to evaluate the effectiveness of the initiative;
- Ask partners to contribute to the Summit and to the technical assistance;
- Ask FAAST to become a partner.

Pre-Card Initiative:

The CL/SC task force recommended:

- To support the Pre-Card Conference Day

It was moved (Shirley Kervin) and seconded (Chip Koval) to fund the Pre-Card Line item for \$5,000 of CL/SC task force funds.

The motion was unanimously approved.

APSE Initiative:

The CL/SC task force recommended:

- That the Council's Employment Task Force considers funding this project.

The members took a break at 11:30 a.m.

The meeting reconvened at 11:50 a.m. with a working lunch.

Working Lunch:

VII. Task Force Plan to Obligate Funds:

The members continued the discussion regarding the unobligated 2007 task force funds. Steve Howells expressed concerns regarding re-publishing the transportation voucher project. The members agreed and discussion was held regarding an alternative approach to addressing transportation issues in Florida. Many thought that convincing the legislative that real choice for transportation is needed. A feasibility study was discussed.

It was moved (Shirley Kervin) and seconded (Casey Stewart) to table the transportation voucher pilot idea for the time being.

The motion was unanimously approved.

It was moved (Chip Koval) and seconded (Casey Stewart) to utilize \$120,000 of 2007 Task Force funds to develop a feasibility study on transportation.

The motion was approved.

A discussion was held regarding whether or not to continue efforts to revitalize the Reaching out Together Project.

It was moved (Gayle Miller) and seconded (Shirley Kervin) to table the Council's Reaching out Together project.

The motion was unanimously approved.

It was moved (Chip Koval) and seconded (Michele Martinez) to utilize \$120,000 of 2007 Task Force funds to revitalize the Council's guardianship training project. The selected provider will review and revise the current curriculum and then implement training workshops using the updated curriculum.

The motion was unanimously approved.

VIII. Agency for Persons with Disabilities Update:

J.B. Black provided the members with a verbal report. He indicated that APD is moving forward with implementing the first stage of the FL Needs Assessment. The questionnaire will be given to individuals that utilize services in order to determine satisfaction and quality of services received. The questionnaire will include a stress index in order to assess the consumer's point of view.

The new staff that will be hired (OPS positions) will be expected to be able to complete four (4) questionnaires each per week. Mr. Black provided verbal examples of the types of information on the questionnaire. The new staff members will receive intensive training on how to implement the questionnaire effectively.

APD received a Medicaid Infrastructure Grant. The grant is for three (3) years and will allow APD to conduct training on Supported Employment and to establish additional business leadership networks. APD is also working with the Council on our Project Search initiative. This project demonstrates how hospitals can allow people with developmental disabilities to come in and do some job shadowing. Research has shown that job shadowing often leads to paid employment.

IX. Department of Elder Affairs Update:

Shirley Kervin provided the members with a verbal report. The Aging Resource Center Initiative is being implemented throughout the state. It takes the access and assessibility process and streamlines everything for seniors. This is essentially a one stop center that a person can use to access public assistance for services and programs.

X. Program Managers Report:

Management Services Guide:

Latarsha provided the members with a brief overview of the status of the project. Ms. Williams indicated that the project has not moved forward as originally planned. The contract has been extended by sixty (60) days.

The monitors, Chip Koval and Shirley Kervin provided additional input as to the quality of the work product submitted to date. They indicated that the work product (draft of the guide) still needs significant work and is not acceptable.

A discussion was held regarding next steps to take with the provider.

J.B. Black volunteered to provide the Program Manager with a list of editors that the Council can suggest the provider use. Steve Howells suggested that we may need to meet with the provider regarding the seriousness of this problem.

It was moved (Chip Koval) and seconded (Casey Stewart) to approach the provider (Little Blue Heron Training & Research Institute) with a request to re- edit sections of the guide (Intro Section through Section #2) and provide the Council with an acceptable version.

The motion was unanimously approved.

CDC Plus Guide:

Latarsha provided the members with a brief overview of the status of this project. She is working with APD staff to get the document ready to go to press.

Transportation Guidebook:

Latarsha provided the members with a brief overview of the status of this project. The provider got a slow start with hiring staff for the project. The contract will be amended to change the due dates of two deliverables. This will not impact the anticipated completion date of the project.

Self Advocacy Grassroots:

Latarsha provided the members with a brief status report of this project. The contract for year two was sent to the provider before the task force meeting and should be executed before the end of January. A total of five (5) new self advocacy groups will be developed by the end of the second contract year.

FL Housing Needs Assessment:

Latarsha reported that this project was successfully completed in November of 2007. The needs assessment has a good chapter on recommendations for next steps. The task force may want to review this information at a later date to determine future housing projects.

Planning Ahead Guide:

Latarsha provided the members with an update. Requests for the guide are still coming into the Council on a monthly basis. It was requested that the program manager follow-up with the BESS Clearing House about assisting the Council with distribution of the guide.

XI. Next Council Meeting/Meeting Wrap Up

The next Council meeting will be on March 6-7, 2008 in Pensacola. All members of the task force who will be attending this meeting were reminded to make hotel reservations.

DD Day at the Capital will be held on March 18, 2008 in Tallahassee. Members were encouraged to attend this Council sponsored event if possible.

It was moved (Casey Stewart) and seconded (Michele Martinez) to adjourn the meeting.

The motioned was unanimously approved.

The task force meeting adjourned at 2:35 p.m.