

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

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PPE COMMITTEE MEETING NOTES

March 12, 2009

PP&E Members Present

Ann Smith
Betsy Farmer
Christopher Drummond
Enrique Escallon (Conf. Call)
Idelio Valdes
Marc Tassé
Pam Hinterlong
Susan Gold
Susan Redmon

Not Present

David Wood
Ernest Smith
Kathy Henderson
Ronnie Bianco
Shirley Kervin

Guest

Bryan Vaughn, Exec. Dir.
(Governor's Commission on Disabilities)
Phil Stevens

Staff

Allison Cruz-Mitchell
Antionette Williams
April Katine
Debbie Richards
Debra Dowds
Dennie Hill
Latarsha Williams
Lisa Taylor
Misty Grimm

I. Call to order

Susan Redmon called to order the meeting of the PP&E Committee at 1:35pm when quorum was established.

II. Approval of minutes from 12-4-08

Pam Hinterlong made a motion to approve the December 4, 2008, PP&E minutes, Ann Smith and 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):

Extensions for obligating 2008 funds were granted to the Community Living/Service Coordination, Health Care/Prevention and Employment, task forces. If the corresponding funds are not obligated by the extension date, the funds will revert back to the programmatic reserve.

On May 8th 2009, all committee budgets are due to Lisa Taylor. Further, at the next council meeting, 50% of the 2009 budget will need to be obligated.

IV. Task Force Presentation

Antionette Williams (program manager) on behalf of Employment task force provided a presentation on the progress the task force is making towards meeting the state plan goals. Ms. Williams, summarized the state plan goals the task force is focusing on (which include: EM goals 1-3); and the various projects currently under the oversight of the task force (e.g.: Project SEARCH, SCIETT, FYI Transition website, FL-APSE, Asset Development, Supported Employment Payment Incentive Study, Benefits Training, among other projects).

V. Projects:

Child Development and Education (CD/ED)

Project 1 – Project Discover

Brief Description: The request is for the continuation of Project Discover. Due to the tremendous acceptance of Project Discover, the Martin County district is seeking to implement the Discovery Process into the elementary, middle and high schools. As part of Year 3, a resource manual will be developed with curriculum components to aid the implementation of the Discovery Process. It is intended for the resource manual to be used in the expansion of this initiative. The amount of FDDC funds requested is \$100,000 of CD/ED task force funds

MOTION:

Betsy Farmer made a motion to approve the project and Idelio Valdes seconded the motion; the motion was carried.

Employment

Project 1- Supported, Competitive, Integrated, Employment Training Team (SCIETT)

Brief Description: This project continues to lay the groundwork for building a sustainable training and technical assistance system in supported employment for community rehabilitation providers, families and individuals with DD, and other stakeholders in Florida. Such a system is a necessary element in developing the capacity necessary to not only implement more services for the many individuals who want to work, but to develop a system of quality that utilizes best and cutting edge practices. The amount of FDDC funds requested is \$169,436 of employment task force funds.

MOTION:

Christopher Drummond made a motion to approve the project and Pam Hinterlong seconded the motion; the motion was carried. Note: (Marc Tasse recused himself from voting on this project due to conflict of interest).

Health Care/Prevention (HC/P)

Project 1 – Increasing Wellness and Reducing Secondary Health Conditions

Brief Description: This project was previously approved (9/08). The request is to add additional funds to this initiative to allow greater than 5 projects to be funded. Proposals should identify existing programs that have established successful outcomes for promoting wellness and reducing secondary health conditions for individuals with developmental disabilities within their communities. The amount of FDDC funds requested is \$100,000 of HC/P task force funds.

MOTION:

Ann Smith made a motion to approve the project and Idelio Valdes seconded the motion; the motion was carried.

II. Roles of the Council Team Members in the Oversight and Management of Council contracts/projects

Currently the policy indicates that all task force members need to monitor one project prior to a task force or committee member being assigned a second project to monitor. PP&E members reviewed and approved modifying the current language in the policy to allow Task Force and Committee chairs the discretion to determine if a second project should be assigned to a member, if it is in the best interest of the initiative.

MOTION:

Betsy Farmer made a motion to accept the revised language and Marc Tasse seconded the motion; the motion was carried.

OTHER ITEMS:

Council's Annual Survey

PP&E Committee members were highly encouraged to complete the Annual Council Survey, if they have not already. At this time only 15 Council members have participated.

State Plan Tracking Form & State Plan Implementation Charts

Allison Cruz-Mitchell presented the updated form to the Council members. The members reviewed the correlation between both charts. The State Plan Tracking Form is a tool to track Council initiatives that are addressing the state plan. The State Plan Implementation Chart is a tool that outlines the timeline (in quarterly intervals) of the 5-year state plan and aligns the quarter in which a contract for a project was executed. It assists in identifying which objectives are being addressed and which ones remain to be addressed. Also, the chart indicates how much time we have left (10 Qtrs – 33 months). Susan Redmon recommended putting on the website and if possible have the charts linked.

Allison Cruz-Mitchell mentioned that all task forces are requested to review their state plans. She indicated that all task forces should analyze their respective plans and in doing so look for gaps.

New Business:

Project/Program Evaluation- The members had a productive discussion about evaluating the effectiveness/impact of multi-year projects and the need to explore a continuous quality improvement (QI)/ quality assurance (QA) system/process for Council initiatives. Betsy Farmer asked where we were in terms of having an evaluation process developed for Council projects. She had concerns that providers should not be allowed to evaluate their own projects; instead an independent evaluation should be conducted. Members indicated the need to continue discussions regarding program/project evaluation and QA/QI. As a result of the discussion, the following suggestions were made:

Suggestions:

- Using 'survey monkey' or mailing a survey out with a 3 month follow up.
- Have an independent provider evaluate all Council projects.
- Check with other DD Councils and see what they are doing to address the evaluation component within their projects.
- An overview of the program evaluation session to be added to a Council Meeting Agenda. The purpose being to provide an explanation of the program evaluation process and how it fits into the big picture of what we do as a Council.

Rose Coster suggested that a survey component be added to the publications that are downloadable on the FDDC website to the effect of receiving feedback. Latarsha Williams informed the members that the "*Your Life, Your Way*" and "*Disaster Preparedness Guide*" both contained a satisfaction survey.

It was recommended that Latarsha Williams report back to the PP&E committee about the evaluation data that comes back from the Council from the "*Your Life, Your Way & Disaster Preparedness Guide*" publications.

VI. Adjournment

Pam Hinterlong made a motion to adjourn and Betsy Farmer seconded; with no further business, the committee meeting adjourned at 3:25PM.