



**Florida Developmental Disabilities Council, Inc.**  
**Quarterly Business Meeting**  
**Virtual Meeting via Go-to-webinar**  
**October 6, 2017**  
**Council Meeting Minutes**

Members Present:	Members Absent:	Staff Present:
Susan Kabot, Chair Pat Archer Denise Arnold Amanda Baker Dick Bradley Conney Dahn Eddie Hall Kevin Johnson Chantelle Jones-Carter April Katine Jack Kosik Bernadette Moran Maryellen McDonald Jan Pearce Elizabeth Perkins Maggie Reilly Frank Shalett Jean Sherman Phil Stevens Louis Towson	Rixys Alfonso Ronni Bianco Laurie Harlow Kathy Leigh TJ Moon  <div style="background-color: #cccccc; padding: 2px;"><b>Others Present:</b></div> Catherine Avery Allison Flanagan Cassandra Pasley Brett Bacot Keith Arnold	Valerie Breen Sheila Gritz-Swift Margaret Hooper Vanda Jenkins Lisa Taylor Richard Bivins

The original face-to-face committee and council meeting (9/15/17 & 9/16/17) was rescheduled, due to hurricane weather conditions and statewide office closures, to a one-day virtual statewide webinar on 10/6/17.

The Council meeting agenda was revised from the original face to face September agenda with committees meeting in the morning. Agendas and minutes are available for each committee. Committee meetings were conducted from 9:00 a.m. until noon via webinar.

Kabot called the full Council meeting to order at 1:00 p.m. Roll call was conducted.

**I. Approval of the Minutes**

Phil Stevens asked for correction to the spelling of his name.

**Action Item:** Reilly made a motion to accept the May 4, 2017 minutes as presented with correction to the spelling of Phil Stevens name. Sherman seconded. Motion passed unanimously.

**II. Chair Report**

Kabot reported on the following:

- She was thankful that the Council members and staff remained safe during the several hurricanes that impacted Florida. She thanked them for their flexibility in attending the meeting via webinar to complete Council business.

- She attended the technical assistance conference held in Salt Lake City, Utah hosted by the National Association on Councils for Developmental Disabilities.
- A position is currently open that needs to be filled on the Council. Kabot asked for volunteers from the Council to serve as members on the nominating and recruiting task force to fill this position. The goal is to hold the meeting prior to the end of year. Also, she stated the task force will need to review several applications in 2018 for positions that will open due to term limits on the Council. The following members volunteered to participate: Jack Kosik, Bernadette Moran, Conney Dahn, Kevin Johnson, and Eddie Hall.
- She encouraged members of the Council to refer potential candidates to Valerie Breen for follow-up.
- Interviews are being planned for the May 2018 Council meeting.

#### **IV. Executive Director Report**

Breen provided highlights of accomplishments for the fiscal year. She reported on the following:

- Renovations to the FDDC office space (carpet and paint) are complete
- She attended both the NACDD conference in Utah in July and the Executive Director leadership conference held in New Mexico. She stated that at the leadership meeting it was reported that although federal funding for DD Councils has been resolved for this fiscal year the Administration on Intellectual and Developmental Disabilities (AIDD) and National Association on Councils for Developmental Disabilities (NACDD) want Councils to start promoting themselves to all entities and the public (something that was discouraged in the past). Hence, staff worked with Council members and design company to create an FDDC brochure, that is now available for promotion purposes.
- Streamlined Council packets and materials to go to Council members to make it more “user friendly” for all members.
- Staff reviewed and have modified or developed several administrative and personnel policies.
- Consulting contracts were streamlined from approximately 36 pages to six.
- FDDC had meetings with Administration on Community Living (ACL) to report on the impact hurricanes had on Florida.
- Work goals for next 3 months:
  - Complete program performance review for ACL
  - Streamline recruitment and application process for the Council and begin recruitment process
  - Streamline procurement process
  - Streamline roles for State Plan and Goal Subcommittees
  - Review bylaws with board governance consultant
  - Continue work with MGT Consulting on staff salaries and compensation

#### **III. Pay Fair for Care Campaign**

Kabot asked staff to present on the Pay Fair for Care (PFFC) initiative. The PFFC video was played and FDDC staff Bivins, Breen and Hooper presented the PFFC initiatives, which is also one of the major FDDC legislative initiatives for the 2018 session.

#### **IV. State and Sister Agency Reports**

Reports were provided by Cassandra Pasley, Department of Health, Catherine Avery, Department of Elder Affairs, Liz Perkins, USF’s Florida Center on Inclusive Communities (University of Excellence on Developmental Disabilities (UCEDD)), Jean Sherman, University of Miami- Mailman Center (UCEDD), April Katine, Department of Education, Bureau of Exceptional Education Services, Jan Pearce, Department of Education, Division of Vocational Rehabilitation, Chantelle Carter-Jones, Agency for Healthcare Administration, Denise Arnold, Agency for Persons with Disabilities, and Mary Ellen McDonald, Disabilities Right Florida, Protection and Advocacy Center.

## V. State Plan Committee Report

Sherman reported on the discussions and actions of the State Plan Committee. Sheila Gritz-Swift, Deputy Director of Programs gave a Power-Point presentation on the progress of year one state plan goals.

### Action Items:

Sherman reported that the committee approved the following items:

- \$142,650 from the Transportation & Housing, Employment, Elementary through Postsecondary, Self-Advocacy Systems Change & Workforce Goal Subcommittees;
- minutes from the May 4, 2017 committee meeting; and
- 2018 Legislative Priorities

**MOTION:** Reilly made a motion to accept the report as presented. Johnson seconded. Motion passed unanimously.

## VI. Finance Committee Report:

Bradley reported the committee addressed the following items with no approvals required:

- Administrative budget with the highlighted line items showing details. The overall budget was under budget for the fiscal year ending 9/30/17 by \$31,709.
- Status of 2014, 2015 and 2016 Commitment and Obligation of Funds:
  - 2015 Funds - \$5,733 not liquidated by 09/30/17 will revert to Administration on Administration on Intellectual and Developmental Disabilities (AIDD) (federal funding entity). *This resulted from 3 different contracts that could not be paid out due to contractors not expending all their contracted funds.*
  - 2016 funds – All funds have been spent/obligated by 09/30/17.
  - 2017 funds - \$1,472,859 remains unspent/unobligated. The following explanation was provided:
    - *Over \$500,000 of projects were on hold due to uncertainty with future funding from the federal government, but have been released and will be moving forward as funding concerns have been eased. Additionally, other projects will be moving forward as well. All 2017 funds must be spent/obligated by 9/30/18.)*
- Bradley also reported that the 2017 grant award was increased by \$98,809 for a total award of \$3,754,448. Funds were received due to re-allotment of Puerto Rico's 2017 funds by AIDD.

**MOTION:** Bradley made a motion to accept the Finance report as presented. Kabot seconded. Motion passed unanimously.

## VII. Executive Committee Report

Kabot reported on the discussions and actions of the Executive Committee.

### Action Items:

The committee approved the following:

- May 4, July 19, August 8 and September 14 minutes
- Service Animal Policy
- Updated Employee Categories policy
- Consultant speaker fees that were higher than FDDC approved consultant rate for Partners in Policymaking initiative
- FDDC full budget

Committee recommendations for Staff were 1) to redevelop and/or restructure the current consultant cap for Partners in Policymaking, and 2) provide training on board governance for board development.

**MOTION:** Verra-Tirado moved to accept the report as provided. Sherman seconded. Motion passed unanimously.

**VIII. Legislative Report and Priorities**

Keith Arnold and Brett Bacot of Buchanan, Ingersoll and Rooney provided an update on the 2017 legislative outcomes for persons with developmental and intellectual disabilities (DDI) and budget issues projected for the 2018 session that could impact progress with initiatives for the Council and DDI community.

Hooper, FDDC's Public Policy Coordinator reviewed the 2018 Council legislative priorities. Kabot asked for the Council to review each legislative priority separately since all Council members were not on the State Plan Committee and abstentions needed to be recorded.

**Action Taken:**

- Pay Fair for Care- Johnson, Katine and Carter-Jones abstained.
- Strengthening the iBudget Developmental Disabilities Home and Community Based Waiver- Katine and Carter-Jones abstained.
- Guidelines for the Prevention and Reduction of Restraint in the Public-School System- Katine, Carter-Jones, and Pearce abstained.
- Recommendations for the Transportation Task Force- Katine and Carter-Jones abstained.
- Working People with Disabilities Program- Katine and Carter-Jones abstained.

**IX. Old/New Business**

Kabot reminded everyone to mark their calendars for the 2018 Council meetings. They are:

January 25-26, 2018-Florida Hotel and Conference Center, Orlando

May 15-18, 2018- Hotel Duval, Tallahassee

September 19-21, 2018 Embassy Suites USF Campus, Tampa

**X. Public Comment**

There was no public comment

Kabot adjourned the meeting at 4:35 p.m.