



Florida Developmental Disabilities Council, Inc.  
**Executive Committee**  
**Executive Summary**  
**January 25, 2018**  
**Florida Hotel & Conference Center, Orlando, FL**

**I. Approval of minutes from October 6, 2017 Meeting**

The minutes from the October 6, 2017 meeting were approved.

**II. Compensation Philosophy**

Nancy Stepina from MGT Consulting, Inc. met by phone with the Executive Committee to provide an overview of the work that MGT Consulting is doing with the salary compensation study MGT was hired to conduct for the Council. She provided an explanation on what a compensation philosophy means for an organization and what components should be considered in developing a philosophy or direction for salary compensation. Considerations should address 1) recruitment market data for both salaries and benefits, 2) internal equity (example establishing salary ranges for each position), 3) compensation related to performance reviews and 4) responsibilities for the position(s). Discussion ensued among committee members on what were some of the priorities to consider. It was agreed that a formal philosophy could not be determined at this time. The committee will reconvene for further discussion once our Executive Director meets with MGT to review MGT's preliminary findings.

**III. Procurement Process**

Staff reviewed the changes to the procurement policy and processes at FDDC. Staff reported that the proposed changes were based on federal procurement requirements and had been vetted through FDDC's auditors. Anything under \$3,000 can be approved internally. Anything between \$3,000 and \$150,000 can be put to bid without having to go through a formal Request for Proposal (RFP) process, and anything over \$150,000 will need to go through a formal RFP process. It was recommended by the committee that internal processes be modified to address the procurement changes and be shared with the committee for review. The committee unanimously approved the procurement process changes. They approved the procurement policy with one minor change to the policy that was duplicative.

**IV. Changes to the Roles & Functions of the State Plan Committee and Goal Subcommittees**

Staff provided an overview of the reasons for changing committee member roles and functions, removal of the IAFP process, and replacement with subject matter expertise available from committee members for programmatic contract development. The committee requested that staff develop internal processes for Program Managers to engage committee members for programmatic expertise and processes for approval and monitoring. The committee asked that staff bring these processes to the committee for review and approval before staff formalize role changes and recommend any changes to the bylaws.

There was no public comment.