



Florida Developmental Disabilities Council, Inc.
Quarterly Business Meeting
January 25-26, 2018
Council Meeting Minutes

Members Present:	Members Absent:	Staff Present:
Susan Kabot, Chair Pat Archer Denise Arnold Amanda Baker Dick Bradley Chantelle Carter-Jones Conney Dahn Eddie Hall April Katine Jack Kosik Bernadette Moran Maryellen McDonald (via phone) Jan Pearce Elizabeth Perkins Maggie Reilly (via phone) Frank Shalett Jean Sherman Phil Stevens (via phone)	Rixys Alfonso Shevaun Harris Kevin Johnson Ronni Bianco Laurie Harlow Kathy Leigh Victoria Zepp Catherine Avery Others Present: Allison Flanagan Cassandra Pasley	Valerie Breen Sheila Gritz-Swift (via phone) Vanda Jenkins Lisa Taylor

The original face-to-face committee and council meeting were held on 01/25/18 & 01/26/18.

The Council meeting agenda showed the two-day agenda with committees meeting in the morning and the full council meeting starting in the afternoon. Agendas and minutes are available for each committee. Committee meetings were conducted from 9:00 a.m. until 1:30 p.m.

Kabot called the full Council meeting to order at 2:00 p.m. on 01/25/18 & 9:00 a.m. on 01/26/18. Roll call was conducted.

I. Approval of the Minutes

Corrections were made to the minutes to delete Denise Arnold’s name form the member’s absent section.

Action Item: Bradley made a motion to accept the October 6, 2017 minutes as presented with the requested corrections. Sherman seconded. Motion passed unanimously.

II. Chair Report

Kabot reported on the following:

IV. Executive Director Report

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

- PPR
- Legislative Update

- Recommendations from the Transportation Task Force
- DD Awareness Day Update

III. 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, Allison Flannigan & Jan Pearce, Department of Education, Division of Vocational Rehabilitation, Denise Arnold, Agency for Persons with Disabilities, and Mary Ellen McDonald, Disabilities Right Florida, Protection and Advocacy Center.

IV. 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 via conference call.

Action Items:

Sherman reported that the committee approved the following items:

- \$75,000 from the Housing and Consolidated Training and Community Involvement Initiative; \$95,000 for Employment Options Informed Choice Training Year 2; \$125,000 from post-secondary Models; and
- the 2018-2019 and 2019-2020 State Plan Work Plans were approved with the contingency that the work plans developed align with the five year goals, objectives, activities, and action steps approved in 2016 and incorporate approved State Plan updates

MOTION: Archer made a motion to accept the report as presented. Leigh seconded. Motion passed unanimously.

V. 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 for the quarter was under by \$81,886.
- Status of 2014, 2015 and 2016 Commitment and Obligation of Funds:
 - 2016 Funds - \$562,374 has not yet been paid out. All funds are expected to be paid out by 9/30/18.
 - 2017 funds- \$1,433,101 remains unspent/unobligated. All 2017 funds must be spent/obligated by 9/30/18. All funds will be obligated by 9/30/18.
 - 2018 funds - \$1,819,420 (estimated*) remains unspent/unobligated. All 2018 funds must be spent/obligated by 9/30/19. All funds will be obligated by 9/30/19. *Final grant award amount has not yet received.
- Approved the draft audited Financial Statements for the year ended 9/30/17. FDDC received an 'unmodified opinion' on the financial statements. This is the highest level that can be achieved. There were no audit findings.
- Insurance coverages were highlighted with details by agent. Recommendation to (1) add umbrella policy coverage and (2) develop policy on physical damage waiver coverage (for rental car coverage).
- For travel incurred 1/01/18 and thereafter, the mileage reimbursement rate has increased to 54.5 cents per mile. This is an increase in 1 cent over last year's rate.

NOTE: It was suggested that we add an additional \$1,000,000 to the office insurance liability policy.

MOTION: Leigh made a motion to accept the Finance report as presented. Pearce seconded. Motion passed unanimously.

VI. Executive Committee Report

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

Action Items:

- Committee approved minutes from October 6, 2017 Meeting
- Nancy Stepina, representative from MGT Consulting, was hired to conduct the salary compensation study for the Council.
- Staff reviewed the procurement policy and processes at FDDC. The proposed changes were based on federal procurement requirements and had been vetted through FDDC's auditors.
- Reviewed changes to the Roles & Functions of the State Plan Committee and Goal Subcommittees. Staff provided changes to the Procurement process. An overview was provided with 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.

MOTION: Moon moved to accept the report as provided. Leigh seconded. Motion passed unanimously.

VII. Legislative Report and Priorities

Kabot reported on the actions items for the legislative

Update on Legislative Platform:

- Pay Fair for Care Campaign with the Arc and Florida ARF. This will be our primary focus for Developmental Disabilities Awareness Day.
- Recommendations from the Transportation Task Force
- The House has funding to meet the Federal Department of Labor wage requirements in the budget of the Agency for Persons with Disabilities and has not yet funded the growth/utilization costs of the iBudget program.
- HB 63 and SB 260
- Working People with Disabilities Program – Still looking for someone to support a budget amendment to AHCA to raise the amount one can earn before losing their waiver services.

VIII. Old/New Business

Baker presented on FL Sand.

Next Council Meeting: May 15-18, 2018- Hotel Duval, Tallahassee

IX. Public Comment

There was no public comment

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