

Action Taken: Zepp made a motion to delay approval of bylaws until the September meeting to incorporate all additional recommendations made with a vote at that time. There was not a second. After discussion, Zepp rescinded her motion.

Shalett made a motion to waive the 10-day working notice requirement to consider additional bylaws recommendations. Baker seconded. Motion carried with $\frac{3}{4}$ of the total membership. Moon opposed.

Bianco made a motion to approve the bylaws along with the additional recommendations noted in the 2-page chart (see attached chart) and with the Council readdressing the indemnification section. Bianco's recommendations i.e. (1) raising the Council's voting threshold needed to determine whether an individual's actions are subject to indemnification, and (2) adding an appeals process}. Leigh seconded. Motion carried. Moon opposed.

Duggar reported she would work on the indemnification section with Breen, the Council's attorney and have Bianco review prior to submission of final bylaws in September 2018 Council meeting.

Baker made motion to accept the procedure for the 2018 September elections presented to the Council. Johnson seconded. Motion carried. Memo is attached.

III. Focus Group

Council members met individually with Margaret Lynn Duggar to complete a questionnaire and dialogue about how they see their role in the Council.

IV. Council Priorities & Accomplishments for 2018 session

Keith Arnold and Brett Bacot from Buchanan, Ingersoll and Rooney along with Margaret Hooper, the Council's Public Policy Coordinator, gave a broad legislative session overview of the priorities and what to expect in the 2019 Legislative session. Hooper reviewed the outcomes from the Council's 2018 legislative priorities to include: 1) the legislature appropriated \$500,000 dedicated to a pilot project for transportation for persons with intellectual and developmental disabilities as defined under Florida statute 391 with the dollars coming from the Transportation Disadvantaged grant fund; 2) the Agency for Health Care Administration was required by the legislature to pursue federal approval for the Working Persons with Disabilities Program, 3) The Agency for Persons with Disabilities did not receive any additional funding, 4) the Restraint and Seclusion bill did not pass, and 5) the campaign to increase dollars to direct care workers, called Pay Fair for Care, created a ground swell of interest but did not have any impact this session due to last minute competing priorities.

V. State and Sister Agency Reports

Reports were provided by Kimberly Porter, Department of Health, Catherine Avery, Department of Elder Affairs, Liz Perkins, USF's Florida Center on Inclusive Communities (University Center 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, Chantelle Carter-Jones, Agency for Health Care Administration and Mary Ellen McDonald, Disabilities Right Florida, Protection and Advocacy Center.

VI. Chair Report

Kabot thanked council members who participated on the Applicant Interview Task Force to review and meet with those who applied to be Council members. Kabot reported the Task Force reviewed 13 vacant positions with the following results:

- Five family member vacancies were reviewed, four were recommended to the Governor.
- Layperson position is vacant. It needs to be defined in the bylaws. No one was interviewed.
- Five self-advocate vacancies were reviewed, and all were recommended to the Governor
- Three were re-appointments and all three were recommended to the Governor.

VII. Executive Director Report

The Executive Director was ill and unable to attend in person. The report was tabled.

VIII. Executive Committee Report

Refer to attached Executive Committee Summary Report

Action Taken:

Leigh moved to accept the report as presented. Sherman seconded. Motion passed unanimously.

IX. State Plan Committee Report

Refer to attached State Plan Committee Summary Report

Action Taken: Johnson made a motion to accept the report as presented. Leigh seconded. Motion passed unanimously.

X. Finance Committee Report

The finance committee did not meet in person. However, the Finance Committee minutes were approved and are attached for review.

Action Taken: Bradley made a motion to accept the minutes as presented. Sherman seconded. Motion passed unanimously.

XI. Old/New Business

Moran inquired about the Council's efforts to provide a position that a person with a developmental disability could apply for. Staff reported the position, filled by a person with a developmental disability, is currently vacant, and will remain so until the human resource consultant can evaluate all positions within the organizations, with the plan to share these positions for opportunities for applicants from the developmental disability community.

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

XII. Public Comment

There was no public comment

Kabot adjourned the meeting at 1:35 p.m.

By-Laws Chart with recommended changes

Bylaws Draft - 5/03/18	Bylaws Update 5/17/18
<p>Article III: Membership</p>	<p><u>ADD:</u> <u>E. The Council shall include a member, who is a layperson, representing the broader community. This member shall not be:</u> <u>1. A family member of a person with disabilities;</u> <u>2. A Self-Advocate; or</u> <u>3. A person employed by or involved with a provider of direct services to persons with disabilities.</u></p>
<p>G .If a member violates the Council Bylaws, Code of Ethics and Decorum policy, Conflict of Interest policy or takes other actions to the detriment of the Council and/or the mission of the Council, his/her membership will be reviewed by the Executive Committee at a regular or specially called Executive Committee meeting. The issue shall be placed on the agenda of the Executive Committee meeting by the Chairperson after at least ten (10) working days prior written notice is given to the Council member. The Executive Committee will determine the action to be taken, up to and including recommending termination of the membership.</p>	<p>If a member violates the Council Bylaws, Code of Ethics and Decorum policy, Conflict of Interest policy or takes other actions to the detriment of the Council and/or the mission of the Council, his/her membership will be reviewed by the Executive Committee at a regular or specially called Executive Committee meeting. The issue shall be placed on the agenda of the Executive Committee meeting by the Chairperson after at least ten (10) working days prior written notice is given to the Council member, <u>assuring appropriate accommodations are made, if needed.</u> The Executive Committee will determine the action to be taken, up to and including recommending termination of the membership.</p>
<p>B. Duties of the Vice Chairperson:</p> <p>1. To carry out the duties of the Chairperson in the absence of the Chairperson and to assume the duties of the Chairperson, if that office is vacated, through the remainder of the year.</p>	<p>B. Duties of the Vice Chairperson:</p> <p>1. To carry out the duties of the Chairperson in the absence of the Chairperson and to assume the duties of the Chairperson, if that office is vacated, through the remainder of the year <u>term.</u></p>

At-large members will serve for a term of two (2) years. At-large members may serve more than one term, but may not serve more than one term consecutively in either an elected or appointed position.	At-large members will serve for a term of two (2) years. At-large members may serve more than one term, but <u>and may not</u> serve more than one term consecutively in either an elected or appointed position.
C. Special Elections: In the event an elected officer (other than the Chairperson) or an elected at-large member resigns or otherwise leaves the Council during his/her term, a special election will be held at the next scheduled full Council meeting.	C. Special Elections: In the event an elected officer (other than the Chairperson) or an elected at-large member resigns or otherwise leaves the Council during his/her term, a special election will be held at the next scheduled full Council meeting. <u>ADD: D: In the event an appointed at-large member resigns or otherwise leaves the Council during his/her term, the Chair may appoint an at-large member for the remainder of the term.</u>
D. A quorum for Council meetings and all standing committees shall be at least forty percent (40%) of the membership. A member must be physically present to count toward quorum, unless the meeting is held by conference call. Once a quorum is established, actions, as applicable, shall be taken by a majority vote of those present.	D. A quorum for Council meetings and all standing committees shall be at least forty percent (40%) of the membership. A member must be physically present to count toward quorum, unless the meeting is held by conference call. Once a quorum is established, actions, as applicable, shall be taken by a majority vote of those present <u>in person or by telephone.</u>

Addressed in Board Governance Policies
1. Membership is open to all regardless of political party affiliation
2. A policy will be developed stating that a member may be compensated for speaking engagements or other advocacy with prior approval by Executive Committee
3. Develop state plan committee responsibilities.
4. Develop a policy for frequency and necessity of committee meetings.
5. Develop a policy regarding including a self-advocate on committees when possible.



Florida Developmental Disabilities Council, Inc.
Executive Committee Meeting Report
May 17, 2018

I. Approval of minutes

The minutes from the January 25, 2018 and April 18, 2018 meetings were approved.

II. Review of Draft Bylaws

Margaret Lynn Duggar, Consultant, reviewed the draft bylaws with the members. A few changes were proposed and a few items were noted to be addressed in the Board Governance Policy manual. See attached.

Elections- For the 2018 elections, the Executive Committee will function as the Nominating Committee to develop a slate of proposed officers. The proposed slate will be circulated to members 45 days in advance of September Council meeting where elections will be held. Members will have the opportunity to submit additional nominations.

III. Executive Director Performance Evaluation

Performance evaluation will be addressed on future conference call prior to next meeting.



Florida Developmental Disabilities Council, Inc.

State Plan Committee Meeting Report

May 17, 2018

12:00 noon – 2:30 p.m.

I. Approval of minutes from January 25, 2018 Meeting

The minutes from the January 25, 2018 meeting were approved.

II. Invitation for Proposals Pilot Project Outcomes

The State Plan Committee approved the Invitation for Proposals process as presented with the following new requirements:

- a. Add evaluation components/scoring measures to the scope of work/organizational capacity and work experience section to address the proposer's understanding of the project's need and purpose; and
- b. Add a requirement for a sample of work to projects with a primary end purpose of a written product or products.

The State Plan Committee also discussed changes from the Administration on Intellectual and Developmental Disabilities that impact Council's work across the country. Key issues relate to the delay in moving forward on new projects that resulted from the budget issues early in 2017 and uncertainty of future awards, and the new interpretation that Council's must encumber funds and end the period of program performance within two years, rather than the historical three year time period. Our Council will have much work to do in order to meet these new requirements. An August meeting of the State Plan Committee will be held to assist with addressing concerns through intense planning. Approval of the new Invitation for Proposals process will also assist in meeting these new requirements.

III. State Plan Midpoint Outcomes

The Deputy Director of Programs provided a presentation on outcomes and progress to date on the Council's state plan goals and objectives, particularly focusing on new information and achievements since the September 2017 meeting.

IV. Approval of Implementing Activities Funding Proposals

The State Plan Committee approved five funding proposals for a total of **\$365,792**.

The Implementing Activities Funding Proposals approved were

A. Employ Me 1st

Brief Description: The purpose of this initiative is to provide support to Florida's Employment First efforts, including implementation of the Interagency Collaborative Agreement; dissemination of information to the grassroots group; enhancement and maintenance of the Employment First Florida website; and support to previously established and new local level collaborative teams.

The requested and approved amount was \$125,000.

B. Employment First Collaborative Training Initiative

Brief Description: This project will provide extensive provider training to diverse areas of Florida and mentoring to agency and organization leadership for development of transformative models that result in a system that supports Florida’s Employment First philosophy.

The requested and approved amount was \$150,000.

C. Partners in Policymaking

Brief Description: The purpose of this initiative is to provide for a coordinator for the Partners in Policymaking program, who is responsible for all aspects of the planning and execution of the 2018 class and preliminary planning for the 2019 class as well as the development and implementation of activities focusing on the Florida graduates of the program.

The requested and approved amount was \$31,000.

D. Waiver Provider Compensation Stakeholders Workgroup

Brief Description: This initiative will continue the work and collaboration of the Year 1 Waiver Provider Compensation Stakeholders Workgroup.

The requested and approved amount was \$50,000.

E. Workforce Collaborative Training Initiative Addendum

Brief Description: In order to conduct a truly comprehensive review of all available training programs, the Provider has established a cost of \$10,800 in additional staff time and purchase of training programs to meet the needs of the project. Staff travel budgeted at \$1,008 will not be used, so the \$1,008 in travel will be shifted to cover a portion of staff salary and training program cost. The project is requesting additional FDDC funds in the amount of \$9,792 to cover the difference in order to purchase and review professional training programs available from other states and private companies.

The requested and approved amount was \$9,792.

V. Significant Project Issues (if applicable):

Concerns emerged several months ago with a lack of understanding of the purpose of the Elementary through Postsecondary Transition project, which resulted in delays with the provider’s work, but a conference call and intensive monitoring have resolved previous concerns.



**Finance Committee
Meeting Minutes
Tuesday, May 01, 2018**

Members Present: Dick Bradley, Chair, Sue Kabot, Bernadette Moran, Kevin Johnson, Ronni Bianco and Kathy Leigh

Members Absent: None

Staff Present: Lisa Taylor, Valerie Breen, and Sheila Gritz-Swift

Meeting was called to order by Chair Bradley at 9:01 a.m.

I. Approval of Meeting Minutes

Action Taken: Bianco made a motion to accept the minutes as presented. Leigh seconded. Motion passed unanimously.

II. Action Items since Last Council Meeting

Bradley reported that at the last meeting there was a recommendation to upgrade FDDC insurance policies to increase director and officer's liability limits and add umbrella coverage. FDDC added \$1,000,000 umbrella coverage which addresses both recommendations.

Bradley reported that there was also a recommendation at the last committee meeting to amend the travel policy to include FDDC reimbursement for loss damage waiver (LDW) coverage on rental cars. Discussion ensued over insurance coverages for vehicles, negotiation of rates with a master account, coverages offered with certain credit cards or through other organizations.

Action Taken: No motions were made.

III. Proposed Travel Policy Changes

Bradley reviewed with members the two modifications noted in the revised travel policy provided to them. The new policy will have two options for reimbursement 1) rental car and gas receipts or 2) straight mileage reimbursement if the individual uses their own vehicle). In addition, the revised policy adds reimbursement for Loss Damage Waiver protection when renting a car.

Action Taken: Leigh made a motion to approve the changes to the travel policy as presented. Moran seconded. Motion passed unanimously.

IV. Review of FDDC Administrative Expenditures Budget to Actual 10/01/17 through 03/31/2018

Bradley asked Taylor to present on the budget to actual expenditures. She highlighted multiple line items and reported that the overall budget was under budget for the six months \$127,597.

Bianco asked what happens to funds not expended. Taylor responded funds will be reallocated to our Reserve to be used for other state plan activities. Bianco recommends evaluating the need for funds for capital purchases such as phones, computers, servers, etc. Breen highlighted a change in the Board Development budget from \$10,000 to \$20,000. She also indicated additional budget changes may be forthcoming in staffing and benefits as MGT presents their final report to Executive Committee at our May meeting.

Action Taken: No motions were required.

V. State Plan Expenditures Update

Bradley asked Taylor to provide the update. She reported:

- **2016 funds** - \$190,987 has not yet been paid out. All funds are expected to be paid out by 9/30/18.
- **2017 funds** - \$1,071,613 remains unspent/unobligated. All 2017 funds must be spent/obligated by 9/30/18. All funds will be obligated by 9/30/18. Draft contracts of \$446,000 currently in process and \$264,250 committed with Request for Proposals for a total of \$710,250. Additional \$340,000 project approvals for May meeting and Additional \$560,000 projects for July. Total \$1,610,250. Funds not obligated using 2017 funds will be funded with 2018 funds.
- **2018 funds** - \$2,015,328 (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.

Action Taken: No motions were required.

VI. Public Comment

Bradley asked for public comment. There was none.

Bradley adjourned the meeting at 9:35 a.m.