



Florida Developmental Disabilities Council, Inc.

**Full Council Meeting Minutes
September 20-21, 2018**

Members Present:	Members Absent:	Staff Present:
Susan Kabot, Chair Amanda Baker Ronni Bianco Dick Bradley Conney Dahn Eddie Hall Laurie Harlow April Katine Jack Kosik Kathy Leigh Bernadette Moran Frank Shalett Jean Sherman Phil Stevens Louis Towson	Rixys Alfonso Pat Archer Chantelle-Carter Jones Kevin Johnson TJ Moon Jan Pearce Elizabeth Perkins Victoria Zepp	Valerie Breen Sheila Gritz-Swift (via conf call) Margaret Hooper Vanda Jenkins Lisa Taylor
	Others Present: Margaret Lynn Duggar Joaquin Fermoselle Cherie Hall	

The face-to-face committee meetings and council meeting were held on 09/20/18 & 09/21/18.

Committee meetings were conducted from 8:30 a.m. until 12:00 p.m.

Kabot called the full Council meeting to order at 12:20 p.m. on 09/20/18 and again at 9:05 a.m. on 9/21/18.

I. Approval of the Minutes

The minutes were approved as presented for the May meeting.

Action Taken: Kosik made a motion to accept the May 2018 minutes as presented. Leigh seconded. Motion passed unanimously.

II. Chair Report

Kabot provided an update on the work she, the Executive Committee and the Executive Director have been doing to improve and streamline the work of the Council i.e. change in bylaws, board governance etc. Kabot also provided an update on the expansion of Nova Southeastern University’s programs and campuses, where she is employed.

III. Executive Director Report

Breen provided a report on the specific changes to the Council infrastructure, policies and practices. She also presented on how to better understand the role of how the UCEDD’s, the DD Councils and the Protection and Advocacy programs operate under the DD Act.

IV. State and Sister Agency Reports

Reports were provided by 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 and Cherie Hall, Disabilities Right Florida, Protection and Advocacy Center.

V. Election of Officers

The slate of proposed officers was distributed to all Council members, and ballots were collected and counted. The current Council members who served on the Executive Committee for FY 2017-2018 were adopted by the membership to serve in the same capacity for FY 2018-2019. They are: Susan Kabot, Chair; Amanda Baker, Vice Chair; Dick Bradley, Treasurer; Eddie Hall, Elected Member At Large; and Frank Shalett, Elected Member At-Large.

VI. Board Governance

Margaret Lynn Duggar (MLD & Associates) created a Council Governance & Reference Manual and presented it to the Council and staff during the meeting. She reviewed the governance policies and procedures as the method that would be used for new council member and staff orientation.

VII. Public Policy Committee Report

Refer to attached Public Policy Committee Summary Report.

Action Taken:

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

VIII. State Plan Committee Report

Refer to attached State Plan Committee Summary Report.

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

IX. Finance Committee Report

Refer to attached Joint Finance/Executive Committee Summary Report.

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

X. Executive Committee Report

Refer to attached Joint Finance/Executive Committee Summary Report.

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

XI. Old/New Business

Save the Date: Developmental Disabilities Awareness Day - March 20, 2019

Next Council Meeting: January 30-Feb 1, 2019- Florida Hotel & Conference Center, Orlando, FL

XII. Public Comment

There was no public comment

Kabot adjourned the meeting at 12:22 p.m.



I. Roles and Functions

The Public Policy Committee met for the first time and went over their Roles and Functions.

II. Decision items that were approved by the Public Policy Committee included four legislative priorities.

1) Pay Fair for Care

People with lifelong intellectual and developmental disabilities require a range of services to ensure their health, safety and success in community living. Direct Care providers are the lifeline for individuals with intellectual and developmental disabilities and their family members. However, the rates paid to providers of these services are no longer adequate. As a result, providers are faced with constant turnover. Families are often unable to find someone to provide the services their loved ones must have to be included in the community. To help strengthen this service system, as well as maintain current services with a choice of providers, rates must increase.

Florida families and providers must be able to recruit and retain dedicated people to support the direct care needs of persons with developmental disabilities. Higher wages for individual personal support workers are needed to resolve a critical shortage of these service providers.

2) Support the iBudget Developmental Disabilities Home and Community Based Services Waiver

The Agency for Persons with Disabilities continues to face the challenge of funding the increasing needs of current individuals on the waiver while funding services for those who are in crisis situations and those in high priority waitlist categories.

It is essential to fund the growth of the iBudget waiver and to fund services to transition individuals off the iBudget waitlist.

3) Continue to fund and implement recommendations from the Transportation Task Force

The Florida Developmental Disabilities Council was successful in advocating for funding for some of the recommendations from the legislated Transportation Task Force in 2018. These grant projects address the issues faced by individuals with intellectual and developmental disabilities: affordability, safety, inability to cross county lines and long travel times.

The Florida Developmental Disabilities Council will urge the Florida Legislature to provide resources and continue alternative approaches for transportation for individuals with intellectual and developmental disabilities that were recommended by the Transportation Task Force.

4) Implement the Working People with Disabilities Program

Forty-six states have government programs that improve the ability for an individual with a developmental disability to work, keep vital health coverage, and lower their dependence on government assistance. Currently, Florida does not have this type of program. Last year the legislature required the Agency for Health Care Administration to seek approval for a federal waiver, a state plan amendment, or other federal authorization to provide a program called Working People with Disabilities, for adults who receive services under Florida's Medicaid waiver programs.

The legislature needs to support the Working Program for Individuals with Disabilities to allow participants to work full-time without losing Medicaid waiver personal support services and therapies (not covered by traditional health insurance) that allow these individuals to contribute to the workforce.

HOLD THE DATE FOR DD AWARENESS DAY- March 20, 2019



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.



Florida Developmental Disabilities Council, Inc.
Joint Finance and Executive Committee Meeting Report
September 20, 2018

Finance Committee:

I. Approved minutes

The amended minutes from the May 1, 2018 meeting were approved.

II. Approved Changes to Procurement Policy

Changes to the purchasing level tiers were approved:

- Changes the micro purchases level from \$3,000 to \$10,000. This allows us to not have to go to bid or proposal for amounts under \$10,000.
- Changes the small purchase procurement method to from \$150,000 to \$250,000. These changes have been vetted with our auditors and attorney and the impact of these tier changes pushed down to our contracts.

III. Approved Funding, Allocation & Commitment Policy

This is a rewrite of an existing policy which needed to be simplified to adapt to the new fiscal requirements for spending within a two-year timeframe instead of three.

- Establishes Programmatic Reserve at a level of 1.5% of annual award
- Added additional use for Programmatic Reserve-----ability to provide additional funding to state plan initiatives with justification and approval of State Plan Committee Chair
- Allows for multi-year budget approval
- Allows staff to proceed with procurement of funds for the identified Council initiatives
- Finance Committee and State Plan Committee will monitor obligation of funds
- Provides process for budget surplus or deficit

IV. Review of FDDC Administrative Expenditures Budget to Actual 10/01/17 through 8/31/18

Line items were highlighted with details. The overall administrative budget for the period 10/01/17 through 8/31/18 was under budget by \$304,801.

V. Approved FY 2019 through FY 2021 Administration Budget

Line items were highlighted with details. The 3-year Administration budget (FY 2019, 2020 and 2021) was approved.

Executive Committee:

I. Approved minutes

Approved the minutes from the June 28, 2018 meeting.

II. Approved Whistleblower Policy

This is a policy that is standard for nonprofits and meets federal regulations. It encourages members and employees to report suspected violations of ethical standards of conduct without fear of retaliation. The policy details reporting, investigating, and resolving complaints of violations as well as course of action.

III. Approved Confidentiality/Non-Disclosure Policy

The purpose of this policy is to protect the Council, staff and our work. Certain information must be safeguarded and used for the sole purposes of performing duties. Some examples are personal health information; tangible or intangible data or information that is proprietary to the Council and not generally known to the public such as marketing strategies, financial information, projections, plans for products, customer lists, databases, etc.

Joint Finance and Executive Committee:

I. Approved FDDC Full Budget for FY 2019 through FY 2021

The Finance and Executive Committees jointly approved the full three-year budget (FY 2019, 2020 and 2021) for both administration and programs.