

**Florida Developmental Disabilities Council, Inc.**  
**Full Council Meeting Minutes**  
**May 20-21, 2021**

**Thursday, May 20, 2021**

**Members Present:** Susan Kabot, Chair, Amanda Baker, Dick Bradley, Conney Dahn, Sarah Goldman, Elly Hagen, Cherie Hall, Eddie Hall, Laurie Harlow, Dennis Hart, Yolanda Herrera, Kevin Johnson, Lisa Miller, Jan Pearce, Elizabeth Perkins, Tom Rice, Frank Shalett, Jean Sherman, Kali Wilson, Victoria Zepp

**Members Absent:** Jack Kosik, TJ Moon and Louis Towson

**Staff Present:** Valerie Breen, Kristen Conlin, Misty Grimm, Sheila Gritz-Swift, Holly Hohmeister, Margaret Hooper, Vanda Jenkins, Kay Spence, Lisa Taylor

**Others Present:** Rick Oppenheim, Jessie Watford, Michael Wynn, Christina Leckinger, Rebecca Best, Christine Sexton

The face-to-face committee meetings were held via zoom on Thursday, May 20<sup>th</sup> from 9:00 am – 2:00 pm. The full council meeting began on Thursday, May 20<sup>th</sup> via zoom from 2:00 pm – 5:00 pm and on Friday, May 21<sup>st</sup> from 9:00 am – 2:30 p.m.

Kabot called the full Council meeting to order at 2:00 pm on 05/20/2021. Quorum was established.

**I. Approval of the Minutes**

**Action Taken:** Johnson made a motion to accept the January 21,2020 minutes with no corrections. Baker seconded. Motion passed unanimously.

**II. Presentation by Valerie Breen/Margaret Hooper/Oppenheim & Associates**

Valerie Breen & Margaret Hooper shared a power-point presentation on the outcomes on the Council's priorities for the 2021 legislative session.

Oppenheim & Associates, in combination with Breen, provided a live tutorial of the new website, highlighting the new Council portal where Council members can access documents. They also addressed outcomes from the Preserve the iBudget outreach messaging and the DD Awareness Day virtual event.

**III. State Plan Committee and New State Plan Report**

Sherman provided the state plan committee report to the full Council. Sherman then updated the Council on the new initiatives started under the current state plan in preparation for the new state plan to begin October 1, 2021. Lastly Sherman reviewed with the Council the public input outcomes on the new State Plan 2022-2026. She reported that based on public input outcomes, no changes were made to the new State Plan priorities, goals, objectives, or activities.

**Action Taken:** Perkins made a motion to accept the 2022-2026 state plan as presented. Hagen seconded. Motion passed unanimously.

**Action Taken:** Kabot made a motion to accept the State Plan committee report as presented. Perkins seconded. Motion passed unanimously.

Meeting adjourned at 4:10 pm.

**Friday, May 21, 2021**

**Members Present:** Susan Kabot, Chair, Amanda Baker, Dick Bradley, Conney Dahn, Sarah Goldman, Elly Hagen, Cherie Hall, Eddie Hall, Laurie Harlow, Dennis Hart, Yolanda Herrera, Kevin Johnson, Lisa Miller, Jan Pearce, Elizabeth Perkins, Tom Rice, Frank Shalett, Jean Sherman, Kali Wilson, Victoria Zepp

**Members Absent:** Jack Kosik, TJ Moon and Louis Towson

**Staff Present:** Valerie Breen, Kristen Conlin, Misty Grimm, Sheila Gritz-Swift, Holly Hohmeister, Margaret Hooper, Vanda Jenkins, Kay Spence, Lisa Taylor

**Others Present:** Christine DeMeo, Margaret Lynn Duggar, Rick Oppenheim, Jessie Watford

Kabot called the full Council meeting to order at 9:05 am on 05/21/2021. Quorum was established.

#### **IV. Chair/Vice-Chair/Executive Director Report**

The following information was shared during this report.

Kabot briefed the Council on the Disability Policy Seminar (DPS) and shared experiences with her son and her son's facility during and post COVID. Baker updated the Council on activities being conducted through FL SAND and the self-advocates.

#### **V. Executive Director**

Breen discussed the upcoming legislative session to include upcoming legislative events. She also presented a plan for onboarding staff and filling staff vacancies in preparation to manage the existing state plan and implement the new state plan.

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

Reports were provided by Tom Rice, Agency for Persons with Disabilities, Jan Pearce, Department of Education, Vocational Rehabilitation, Victoria Gaintanis, Department of Education, Bureau of Exceptional Student Education, Dr. Robert Karch, Department of Health, Children's Medical Services, Christina Leckinger, Agency for Health Care Administration, Cherie Hall, Disabilities Right Florida, Elizabeth Perkins, The Florida Center for Inclusive Communities and Jean Sherman, Mailman Center.

#### **VII. Conflict of Interest Outcomes/Review**

Before the presentation began regarding FDDC bylaw changes, Kabot asked for a motion to waive the 10-working day notice under Article IX in the bylaws. This was a formality required since additional replacement bylaws were received on 5/17/21.

**Action Taken:** Zepp made a motion to waive the ten (10) working day notice, under Article IX, in the bylaws. Johnson seconded. Motion passed unanimously.

Margaret Lynn Duggar, of Margaret Lynn Duggar and Associates and her staff, Christina DeMeo, reviewed the changes in the Conflict-of-Interest Book sent/received by each Council member. DeMeo presented on the Potential Conflicts of Interest for Consideration for Council Member Opportunities and the Bylaw changes. Discussion and questions ensued.

**Action Taken:** Bradley made a motion to accept the bylaws as presented with track changes noted. Hart seconded. Motion passed with seventeen yes, two opposed (Eddie Hall and Amanda Baker), and one abstention (Cherie Hall).

#### **VIII. Finance Committee Report**

Refer to attached Finance Committee Summary Report.

**Action Taken:** Perkins made a motion to accept the Finance report as presented. Baker seconded. Motion passed unanimously.

## **IX. Executive Committee Report**

Refer to attached Executive Committee Summary Report.

**Action Taken:** Shalett made a motion to accept the Executive report as presented. Goldman seconded. Motion passed unanimously.

## **X. Presentation by Kristen Loomis & Caitlin Bailey**

Kristen Loomis and Dr. Caitlin Bailey, at the National Leadership Consortium on Developmental Disabilities, in the Department of Human Development & Family Sciences at the University of Delaware presented on the outcomes from the Council's funded project "Florida Developmental Disabilities (DD) Network Collaborative Leadership Program."

## **Public Comment**

Goldman suggested that for our September meeting, we incorporate a virtual dinner hangout, similar to our Thursday night face-to-face dinner with our council members.

The meeting was adjourned at 2:30 p.m.

# FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

## Finance Committee Report May 21, 2021

### Action Items:

1. Approved minutes from the 1/21/21 Finance Committee meeting.
2. Approved the State Plan Budget with modifications. This includes increases and decreases to the following goals:
  - **The total increases are \$829,264:**
    - Employment Goal – \$704,264 – \$25,000 for additional for the *Employment First Collaborative Training Initiative*; \$679,264 for additional funds to *Florida Project SEARCH Adult Model*, formerly *Jobs for You*
    - Elementary through Postsecondary Transition Goal - \$125,000 – Additional funds for *Postsecondary Models*
  - **The total decreases are \$205,000:**
    - Transportation Goal - \$5,000 – Reduction in funds for the *Hillsborough Area Regional Transit (HART) Technical Assistance* line item
    - Self-Advocacy Leadership Goal - \$100,000 – Reduction in funds for the 2021 *Partners in Policymaking Class* expenses as the classes will be held virtually.
    - Broad Systems Change/Emerging Needs Goal - \$100,000 – Reduction in funds for the *Dual Diagnosis Study* by \$100,000
  - **Reserve - \$624,264** – With the above changes, the reserve fund is reduced by \$624,264.

### Review/Discussion:

1. Reviewed the Administrative Expenditures Budget to Actual Report for 10/01/20 through 3/31/21. Line items were highlighted with details and the overall administrative spending is in line with the budget.
2. Update on Grant Awards provided. At our last meeting, we discussed the possibility of reverting approximately \$1M of 2020 funds due to the limited timeframe to spend the money by 9/30/21. We are not expecting to revert these funds as we have received a 12-month extension of time to spend the money. With the extension, all 2020 and 2021 funds must be spent by 9/30/22.

Our new state plan begins 10/01/2021 and with the extension, we will be able to move forward with procuring initiatives under the new state plan to utilize reserve funds.

In April, we received:

- notification of an increase in our 2021 Award of approximately \$73,000. These funds will be added to program reserve and must be spent by 9/30/22.
- approximately \$249,000 from the Administration for Community Living as a one-time separate formula award to support expanding access to COVID19 vaccines. Planning is underway with collaborative partners to carry out the award. These funds must be spent by 9/30/22.

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

**EXECUTIVE COMMITTEE REPORT**

**Thursday May 20, 2021**

The meeting was called to order at 11:30 a.m. and quorum was established.

Several non-committee Council members and staff also joined the meeting. Guest presenters were Margaret Lynn Duggar and Christina DeMeo of Margaret Lynn Duggar and Associates, hired by the Council to conduct and implement a comprehensive plan for implementation of Conflict-of-Interest Council procedures and guidelines moving forward and Sheryl Matney, Director of the Administration of Community Living's Information and Technical Assistance Center who serves as the liaison and facilitator between ACL's implementation of the Developmental Disabilities and Bill of Rights Act of 2000 and Developmental Disability Councils.

The committee approved both Executive Committee minutes for January 21<sup>st</sup> and May 5<sup>th</sup>, 2021.

The committee agreed to maintain the current Applicant Task Force members who review new Council applications and recommend who to move forward to the Governor's office for consideration for appointed seats available. These members are Frank Shalett, Eddie Hall, Yolanda Herrera, Jack Kosik, Sarah Goldman, and Sue Kabot.

The Executive Director reviewed the 30-member seat assignments on the Council and noted each vacancy. The staff will be meeting with the Governor's appointment office soon to determine status for appointments. One on one meetings will be held with each current Council member in preparation for establishing a slate of officers for September elections and standing committee Council appointments for October.

Most of the meeting was spent on the presentation by our consultants on the Conflict-of-Interest guidelines, the scenarios for consideration in potential conflicts of interest and reasoning for amended bylaws.

The meeting was adjourned at 1:25 p.m.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

STATE PLAN COMMITTEE REPORT

Thursday May 20, 2021

**I. Approval of minutes from January 21, 2021 and April 5, 2021 Meetings**

The minutes from the January 21, 2021 meeting and April 5, 2021 State Plan Committee/Selection Committee meetings were approved as presented.

**III. State Plan Highlights**

A presentation on “State Plan Highlights: Updates on Initiatives” was provided that focused on progress since our last meeting and projects that will be carried over and completed during the first year of the new state plan. We will discuss other new projects during our full Council meeting.

**II. Approval of Program Budget with proposed revisions**

The State Plan Committee approved the State Plan Budget with modifications.

This includes total increases to the following goals:

- Employment - \$704,264
  - \$25,000 for *Employment First Collaborative Training Initiative*
  - \$679,264 for *Florida Project SEARCH Adult Model*, formerly *Jobs for You*
- Elementary through Postsecondary Transition - \$125,000 for *Postsecondary Models*

This includes total **decreases** to the following goal:

- Transportation - \$5,000 for *Hillsborough Area Regional Transit (HART) Technical Assistance*
- Self-Advocacy Leadership - \$100,000 for *2021 Partners in Policymaking Class*
- Broad Systems Change/Emerging Needs Goal - \$100,000 for *Dual Diagnosis Study*

Program Reserve - \$624,264 – Reduction in funds to offset additions and reductions.