

Florida Developmental Disabilities Council, Inc.
Full Council Meeting Minutes
September 23-24, 2021

Thursday, September 23 2021

Members Present: Susan Kabot, Chair, Amanda Baker, Dick Bradley, 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: Conney Dahn, TJ Moon and Louis Towson

Staff Present: Valerie Breen, Kristen Conlin, Misty Grimm, Sheila Gritz-Swift, Susan DeBeaugrine, Margaret Hooper, Vanda Jenkins, Jamie Mayhersohn, Lisa Taylor and Kristin Vandagriff

Others Present: Robert Karch, Jean Malacko, Kira Houge, Kimberly Quinn and Marty Norris

The face-to-face committee meetings were held via Zoom on Thursday, September 23rd from 9:00 am – 1:15 pm. The FDDC meeting started on Thursday, September 23rd via Zoom from 2:00 pm – 4:45 pm and again on Friday, September 24th from 9:00 am – 1:30 p.m.

Roll call was taken by Jenkins. Quorum was established. Kabot called the full Council meeting to order at 2:05 pm.

I. Approval of the Minutes

Action Taken: Baker made a motion to accept the May 20, 2021, minutes with no corrections. Perkins seconded. Motion passed unanimously.

II. Chair/Vice-Chair Report

Kabot began her Chair report by expressing her appreciation to Amanda Baker for her leadership as Council Vice-Chair. Both Kabot and Baker provided reports on what they have been participating in since the last Council meeting. They also used this time to give their farewell/appreciation speeches as Chair & Vice-Chair recognizing the work that the Council had accomplished under their leadership.

III. Executive Director Report/State Plan Outcomes 2017-2021

Breen started her presentation by giving a Thank-you to Sue Kabot for the time she served as Council chair. Breen & Gritz-Swift later shared a power-point presentation on the accomplishments of the Council under the 2017-2021 state plan. This report detailed the outcomes of Council projects and initiatives.

IV. Legislative Platform 2022

Hooper started her presentation by thanking Kevin Johnson for his leadership as Chair of the Public Policy Committee. Hooper presented a Power Point presentation that included a 5-year look back at the legislative efforts of the Council and presented the 2022 Legislative platform.

Action Taken: Perkins made a motion to accept the 2022-legislative platform as presented. Johnson seconded. Motion passed unanimously.

Meeting adjourned at 5:15 pm.

Friday, September 24, 2021

Members Present: Susan Kabot, Chair, Amanda Baker, Dick Bradley, 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: Conney Dahn, TJ Moon and Louis Towson

Staff Present: Valerie Breen, Kristen Conlin, Misty Grimm, Sheila Gritz-Swift, Susan DeBeaugrine, Margaret Hooper, Vanda Jenkins, Jamie Mayherson, Lisa Taylor and Kristin Vandagriff

Others Present: Robert Karch, Jean Malacko, Kira Houge, Kimberly Quinn, Marty Norris, Christine Sexton, Gina Herron, Kristina St. Clair, Kelli Munn, and Rose Salinas

Jenkins conducted roll call. Quorum was established. Kabot called the full Council meeting to order at 9:02 am.

V. Elections

Elections were held for new officers of the Council via an electronic ballot system within the Zoom platform. A preview of the ballot with the candidates was provided in the Council binder in preparation for voting. Vanda Jenkins and Lisa Taylor conducted the voting process via the Zoom platform. Kabot provided the following rules for voting:

1. **ONLY** Governor appointed Council members are eligible to vote; In the event both the designee and the alternate are present, only the DESIGNEE shall cast a vote and be in the main Zoom room for elections. In the absence of the DESIGNEE, the **ALTERNATE** shall assume responsibility for voting and remain in the main Zoom room for elections
2. Vanda Jenkins will read the list of Council members who can legally vote in the election and then roll call will be taken for those voting members.
3. All other non-appointed members, guests, and staff (excluding Lisa Taylor & Vanda Jenkins, will be removed from the main Zoom room and placed in the Zoom waiting room until Council elections are over. All persons will be admitted back in the main Zoom room after the elections are done.
4. Vanda Jenkins will launch the poll and all Council members will be able to see the poll appear on their screen, read the poll and cast their vote.
5. Once all votes are cast, Lisa Taylor will notify Vanda Jenkins of the results Jenkins will notify Chair Kabot, who will make the announcement to the Council on the results of each Council position.
6. All Council members **MUST** cast a vote for each position presented.
7. In the event of a tie, there will be a run-off where a poll will be created for those persons and Council members will be asked to cast their vote to break the tie.
8. Please note that the election process requires a poll to be created after each position. The virtual process for elections requires detail & therefore we ask for your patience during this time.

Kabot excused all non-voting members and Jenkins moved them into the waiting room. Only voting members remained in the main Zoom meeting room. Jenkins provided a poll for each position and votes were cast. For the Chair position, a run-off was conducted since the initial vote revealed a tie between Amanda Baker and Kevin Johnson. Once voting was completed on a position, Jenkins notified the Council of the results. Once all voting was completed and tallied, Kabot had Jenkins admit all those in the Zoom waiting room back into the main Zoom meeting room. Kabot made the announcement on the newly

elected officers: Kevin Johnson (Chair), Eddie Hall (Vice Chair), Dennis Hart (Treasurer), Sarah Goldman (At-Large), and Amanda Baker (At-Large). Johnson will be responsible to appoint the two appointed At-Large positions, which will then complete the Council's Executive Committee. Kabot congratulated the new officers of the Council and thanked existing officers for their service.

VI. State and Sister Agency Reports

Reports were provided by Jan Pearce, Department of Education, Vocational Rehabilitation, Elizabeth Perkins, Florida Center for Inclusive Communities, Cherie Hall, Disabilities Rights Florida, Tom Rice & Rose Salis, Agency for Persons with Disabilities, Jean Sherman, Mailman Center, Kira House, Department of Elder Affairs, Victoria Gaitanis, Department of Education, Bureau of Exceptional Student Education, Dr. Robert Karch, Department of Health, Children's Medical Services, and Kimberly Quinn, Agency for Health Care Administration.

VII. Presentation by FL SAND

Amanda Baker recognized Eddie Hall as Chair of Self-Advocacy Leadership Sub-Goal Committee for his commitment and leadership of the committee. Baker then recognized Kabot, who introduced Kelli Munn & Christina St Clair from Organizational Management Solutions, the provider who oversees FL SAND to present on the accomplishments under the current 5-year state plan.

VIII. State Plan Committee Report

Refer to attached State Plan Committee Summary Report.

Action Taken: Johnson made a motion to accept the State Plan report as presented. Hart seconded. Motion passed.

IX. Presentation on Aging Caregiver Initiative and Outcomes

Margaret Lynn Duggar presented on the Aging Caregivers Initiative and its purpose, detailing the lack of appropriate supports and services for older family caregivers and their aging adults with intellectual and/or developmental disabilities (I/DD). She presented on the 11 recommendations which emerged from the findings and asked for Council input and/or feedback. No changes were made to the recommendations.

X. Finance Committee Report

Refer to attached Finance Committee Summary Report.

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

XI. Executive Committee Report

Refer to attached Executive Committee Summary Report.

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

Public Comment

None

The meeting was adjourned at 1:26 p.m.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

Finance Committee Report

September 23, 2021

Action Items:

1. Approved minutes from the 5/20/21 Finance Committee meeting.
2. Approved financial modifications to the 2020-2021 State Plan Budget. Funds are available within our Programmatic Reserve Budget to accommodate the requests; the State Plan Committee also approved the changes to the following goals:
 - **The total increases are \$116,739:**
 - Employment Goal – \$4,500
 - Housing Goal - \$75,000
 - Broad Systems Change/Emerging Needs Goal - \$12,071
 - Self-Advocacy Leadership Goal - \$25,168
 - **The total decreases are \$116,739:**
 - Reserve - \$116,739 – With the above changes, the reserve fund is reduced by \$116,739.
3. Approved the New 5 Year Administrative Budget – 2022 through 2026 (10/01/2021 – 9/30/27) in the amount of \$9,684,346. This includes program staff wages and benefits and overhead allocation of approximately \$4.8 Million (50%).
4. Approved Capital Purchases Request in an amount up to \$130,000. The expenses are associated with technology, cloud computing and electronic automation, and equipment purchases. The purchases will be funded with unutilized 2021 Administrative funds.

Review/Discussion:

1. Reviewed the Administrative Expenditures Budget to Actual Report for 10/01/20 through 7/31/21. Line items were highlighted with details and the overall administrative spending is in line with the budget.
2. Update on Grant Award. We received an increase in the amount of \$100,801 to our 2021 grant award because of unspent funds by the Puerto Rico DD Council. These funds must be spent by 9/30/22.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

EXECUTIVE COMMITTEE REPORT

Thursday September 23, 2021

The meeting was called to order at 11:45 a.m. and quorum was established.

I. Adoption of the FDDC Comprehensive Budget for 2022-2026

The Executive Committee and Finance Committee members met jointly to review and adopt the combined five year administrative and programmatic budget for 2022-2026. The committee members unanimously adopted the proposed five-year budget in the amount of \$21,037,385.

The Finance Committee members were excused.

II. Adoption of the 05/20/21 Executive Committee Minutes

The Executive Committee unanimously adopted the minutes as presented.

III. Public Input

No one from the public had any questions.

Kabot announced that the meeting was closed to the public for the remainder of the meeting to discuss personnel matters. She called for a break and reconvened the meeting at 12:00 p.m. with Executive Committee members, Valerie Breen, and Penny Morey, Human Resource Consultant for the Council.

Kabot announced to the committee that when Council staff shared the various job postings open to work for the Council that she decided to apply for a director position with the Council. She informed the Committee that if she is offered the position and chooses to accept the position, she will officially resign from her position on the Council after a new Chair is elected. She stated that if she is not offered a position or chooses not to accept the position, she will remain as a member of the Council until the Governor appoints someone else in her seat.

Kabot asked for the committee's agreement to defer the Executive Director's evaluation due this month to the next Council Chair and Executive Committee, to be completed within the first quarter of the new fiscal year. Kabot asked for this consideration to avoid any perceived conflict of interest since she had applied for a staff position with the Council. After some discussion the committee agreed.

Two other agenda items were addressed regarding staff compensation and benefits.

The committee voted on a one time only compensation matrix to be utilized at the discretion of the Executive Director as an additional option for consideration when completing employee performance evaluations for work done in 2021. This was based solely on six staff vacancies present within the organization and the remaining staff taking on additional duties to ensure that all work was completed amid the difficulties and impact of the pandemic on recruiting and retaining staff.

The committee also voted on a modification to the paid time off accruals policy in the employee manual.

The meeting was adjourned at 1:15 p.m.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

STATE PLAN COMMITTEE REPORT

Thursday, September 23, 2021

I. Approval of minutes from May 20, 2021 Meeting

The minutes from the May 20, 2021 meeting were approved with an attendance correction for Jack Kosik to reflect him absent from the May meeting.

II. What We've Accomplished Together 2017-2021

A presentation on "What We've Accomplished Together 2017-2021" was provided that provided an overview of the State Plan Committee's work over the past five years, along with the 53 state plan projects and four collaborative projects supported by the Council.

III. Modifications to the State Plan Budget 2020-2021

The State Plan Committee approved the following modifications to the 2020-2021 State Plan Budget:

Increases to the following goals:

- Employment - \$4,500
 - \$4,500 for the *Florida Project SEARCH Adult Model*
- Housing - \$75,000
 - \$75,000 for the *Housing and Consolidated Plan Training and Community Involvement Initiative*
- Broad Systems Change/Emerging Needs - \$12,071.46
 - \$9,824.46 for the *Dual Diagnosis Study*
 - \$2,247.00 for the *Black ASD Identification Research Expansion Project*

Decrease to the program reserve as follows:

- Program Reserve - \$91,571 – Reduction in funds to offset additions.

IV. Addendum to the State Plan Budget 2020-2021

The State Plan Committee approved the following modification to the 2020-2021 State Plan Budget that emerged after materials were distributed:

Increase to the following goal:

- Self-Advocacy Leadership - \$25,168
 - \$25,168 for the *Advocacy Summit*

Program reserve will be adjusted accordingly.

V. New State Plan Budget 2022 – 2026

The State Plan Committee approved the 2022-2026 State Plan Budget as presented in the amount of \$11,353,039. This approval allows Council staff to move forward with developing Invitations for Proposals (IFPs) for the projects described in the “State Plan 2022 – 2026, Five Year Breakdown Budget Narrative, 9/23/2021” included in your binders.

Specific goal allocations are as follows:

- Access to Services - \$2,300,000
- Home and Community-Based Delivery Systems - \$3,175,000
- Aging Caregivers - \$750,000
- Self-Advocacy Leadership - \$2,653,068
- Broad Systems Change - \$315,560
- Advocacy/Communication - \$1,559,411
- Other - \$600,000