



Florida Developmental Disabilities Council, Inc.
State Plan Committee Meeting Report
January 27, 2022

I. Approval of minutes from September 23, 2021 Meeting

The minutes from the September 23, 2021 meeting were approved with an attendance correction for Jack Kosik to reflect him present at the September meeting.

II. Orientation to State Plan Committee Member Roles

Dr. Jean Sherman provided an orientation to roles and responsibilities of State Plan Committee members, noting that the State Plan Committee is made up of the Chair and Co-Chair of the Task Forces.

Dr. Sherman noted that as Task Force leaders, key oversight on behalf of the Council with staff will include monitoring our various funded projects and identifying content and/or issues that need to be reported to the full State Plan Committee. This is important because the full State Plan Committee's role is to:

- Monitor and advise the full Council on how we are spending and investing our dollars.
- Ensure that our programmatic investments are meeting the overall goals and initiatives set forth under our 5-year state plan.
- Ensure that we are within our overall budgetary guidelines annually for our programs and contracts.
- Make decisions as to whether a contract/provider is doing the work we need and whether we need to make changes.

III. IFP State Plan Committee Selection Review/Roles

Dr. Jean Sherman described another major role of the State Plan Committee, which is serving as the final selection committee for the funding proposals that rise to the top based on our scoring committee scores and overall risk to the Council. She shared that we have changed several processes related to how the Council obtains scores for IFPs, and Valerie Breen subsequently described the new External Review Committee process, noting the following:

- We will be using external reviewers, rather than Council member reviewers.
- This shift allows us to 1) pay reviewers; 2) establish a larger pool of reviewers to choose from, assisting with averting conflicts of interest; and include and expose new people to the Council, who may ultimately seek to apply as Council members.
- We established a pool of at least 55 potential reviewers.
- The scoring committee meeting may be held remotely via external reviewers, which would not have been an option for Council member reviewers under the Governor's guidelines per our attorney.

Dr. Sherman shared that staff issued five Invitation for Proposals in December 2021 and responses were due January 19, 2022. She additionally shared the following:

- The cumulative amount for the five IFPs issued by the Council was \$2.1M.
- Two of the 5 Invitation for Proposals were responded to with a total of two proposals each.
- External Scoring Committees are being convened to review proposals in early February.

After the proposals are scored, Valerie and Lisa will conduct a risk assessment. Once this is completed, the State Plan Committee members will receive the following information for review prior to the State Plan Committee IFP Selection meeting:

- **Risk Assessment for the Top Proposal** which will include: 1) the score, 2) the self-assessment of risk, 3) the inherent assessment of risk, and 4) any prior performance ratings for those who had done work with the Council in the past.
- In addition, what will accompany the Risk Assessment form is the **State Plan Committee IFP Summary Report**. This report is new and is designed to provide a bit more information on the proposals submitted for each IFP and how they were ranked.

Valerie Breen shared and reviewed both key documents.

Based on State Plan Committee members availability, the State Plan Committee IFP Selection meeting was confirmed and will be scheduled for March 2, 2022 at 3:00 p.m., which will be one day in advance of the originally plotted schedule.

Dr. Sherman also shared plans for moving the other three IFPs for which no responses were received into sole source solicitation mode. Valerie Breen and staff provided additional information on why it is essential that we now move these to sole source solicitation, rather than another round of competitive solicitation. The time-sensitive urgency of obligating and completing the period of performance based on the federal government's shift from three years to two years is the major driving factor in why we must now move to sole source solicitation.