

**EXECUTIVE COMMITTEE
REPORT
Friday May 20, 2022**

OUR MISSION

The meeting was called to order at 12:30 p.m. by Chair Johnson

I. Update on the Council's Employee Retirement Plan

Jackie Reeves of Bell Rock Capital, the fiduciary for FDDC's employee retirement plan, was asked to provide an update to committee members in follow-up to the committee's decision to re-structure the Council's retirement plan in October 2022. Reeves reported on the changes implemented in the plan document. She also reported that since the non-discretionary contribution of 10% with no required employee contribution was changed for a one-to-one match with up to 6% employer contribution, employee participation increased by over 50%. She reported that the Council's retirement investment is monitored closely, and written reports are provided quarterly to the Executive Director and Chief Financial Officer.

II. Background Screening for Providers

Greg Stewart, the Council's attorney through the Tallahassee law firm of Nabors Giblin and Nickerson, was asked to present on his recommendation for addressing the requirement for contractors and sub-contractors doing work on behalf of the Council to conduct Level 2 background screenings on any staff who is in direct contact with vulnerable adults and children. Currently the Council staff are directly responsible for obtaining the Level 2 background check completions from the entity we contract with, monitor and track whether we receive them, and maintain them with renewals every five years. Level 2 background screening is currently required in the Council's standard boilerplate contract language. The attorney proposed that language be added to the section of the contract boilerplate under the indemnification section of the contract which would put the ownership and legal responsibility with the contractual party to maintain and ensure the Level 2 background screenings are conducted and maintained. The indemnification language was presented to the committee members for a vote. The committee unanimously voted to adopt the language as presented.

III. Planning Council Membership

The committee members were provided with a Florida map that outlined the counties where current Council members reside. The committee met in January 2022 to review current applications and had made recommendations to staff for potential applicants to be interviewed. Since that time our Executive Director was notified that a plan needs to be submitted to the federal government to address how the Council plans to meet the qualifications for replacement of Council members that are termed out and the cultural, ethnic, and geographic diversity of Council members. This plan needs to be written to our federal funding agency by August 2022 to ensure we follow our new state plan requirements and to have our new state plan fully adopted. This requirement is for the 15 citizen member positions on the Council. These 15 positions are defined as 8 persons with developmental disabilities and 7 parents of persons with developmental disabilities, 2 of which need to be parents of children under the age of 18 and one who is a parent/guardian of an individual who resided or resides in an institution. Discussion ensued on various ways to identify and recruit Council members. Staff will share with the Council definitions and ways they can assist in recruiting members to complete the Council's application for consideration. Current applicants recommended in January 2022

will be interviewed by the committee members, who also serve as the nominating committee per our bylaws, and the recommendations that were presented to the Governor's in 2019 still stand.

IV. Public Comment

There was no public comment.

The meeting was adjourned at 1:50 p.m.