



May 18-19, 2023
Council Meeting

Florida Hotel & Conference
Center Orlando

1500 Sand Lake Rd, Orlando, FL 32809

OUR MISSION

“To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities”.

For more information or questions, contact
Kristen Conlin, kristenc@fddc.org or 850-488-4180

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**Public Policy
Committee**

2

**State Plan
Committee**

3

**Finance
Committee**

4

**Executive
Committee**

5

Full Council

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

AGENDA AT A GLANCE

Committees & Council Meeting Schedule

Thursday 05/18/2023 and Friday 05/19/2023

Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, Florida 32809
(407) 859-1500

OUR MISSION

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COMMITTEE MEETING SCHEDULE

Thursday May 18th

9:00 a.m.-11:00 a.m.	State Plan Committee	Jean Sherman, Chair
11:00 a.m.-11:30 a.m.	Finance Committee	Dennis Hart, Chair
11:30 a.m.-1:00 p.m.	Executive Committee	Kevin Johnson, Chair
11:30 a.m.-1:00 p.m.	Working lunch for committee participants	

1st DAY FULL COUNCIL MEETING SCHEDULE

1:00 p.m.	Call to Order	Kevin Johnson, Chair
1:00 p.m.	Approval of January Minutes**	Kevin Johnson, Chair
1:15 p.m.-1:30 p.m.	Chair/Vice Chair Report	Kevin Johnson, Chair Eddie Hall, Vice Chair
1:30 p.m.-1:45 p.m.	Executive Director Report	Sue Kabot, Interim Ex. Dir.
1:45 p.m.-2:30 p.m.	DD Day Video Presentation Council Feedback/Discussion	Sue Kabot, Int. Exec. Dir. Jamie Mayersohn, Facilitator
2:30 p.m.-2:45 p.m.	Break	Kevin Johnson, Chair
2:45 p.m.-4:30 p.m.	Legislative Session Outcomes	Sarah Goldman, Comm. Chair
	What should we monitor for rest of 2023?	Margaret Hooper, Facilitator
	Priorities for consideration for 2024?	Kevin Johnson, Chair Margaret Hooper, Facilitator

4:30 p.m.	Public Input/Meeting Adjourned	<i>Kevin Johnson, Chair</i>
Dinner on Own		
<u>2nd DAY FULL COUNCIL MEETING SCHEDULE</u>		
<u>Friday May 19th</u>		
9:30 a.m.	Call to Order/Roll Call	<i>Kevin Johnson, Chair</i>
9:35 a.m.-10:45 a.m.	State & Sister Agency Reports <i>Agency for Persons with Disabilities</i> <i>Agency for Health Care Administration</i> <i>Department of Elder Affairs</i> <i>Department of Education- Vocational Rehabilitation</i> <i>Department of Education- BEESS</i> <i>Department of Health, Children Medical Services</i> <i>University of Miami- Mailman Center</i> <i>University of South Florida- Florida Center for Inclusive Communities</i> <i>Disability Rights Florida</i>	<i>Kevin Johnson, Chair</i>
10:45 a.m. – 11:00 a.m.	Break <i>Check out of rooms</i>	
11:00 a.m.-12:30 p.m.	Working Lunch	
11:00 a.m.-11:45 a.m.	Committee Reports/Discussion <i>State Plan Committee **</i> <i>Finance Committee **</i> <i>Executive Committee**</i>	<i>Jean Sherman, Chair</i> <i>Dennis Hart, Chair</i> <i>Kevin Johnson, Chair</i>
11:45 a.m.-12:45 p.m.	Youth Ambassadors/Postsecondary Models	<i>Debra Hart, Director, Education & Transition</i> <i>Jaimie Timmons, Research Associate</i> <i>Institute for Community Inclusion</i> <i>University of Massachusetts-Boston</i>
12:45 p.m.	Public Input Next Scheduled Meeting Adjourn	<i>Kevin Johnson, Chair</i>

Public Policy
information will be
shared during the
meeting.

Florida Developmental Disabilities Council, Inc.

STATE PLAN COMMITTEE MEETING

Thursday May 18, 2023

9:00 a.m. – 11:00 a.m.

OUR MISSION

“To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities”

9:00 a.m.	Call to Order Welcome & Roll Call	<i>Jean Sherman, Chair</i>
9:00 a.m.-9:05 a.m.	Approval of Minutes** (A) Minutes from 01/26/23	<i>Jean Sherman, Chair</i>
9:05 a.m.-9:15 a.m.	Update on IFPs/Sole Source/Bids	<i>Sue Kabot, Interim Executive Director</i>
9:15 a.m.-10:00 a.m.	Task Force Updates	<i>Jean Sherman, Chair</i>
	Minutes Access to Services None for this time period.	
	Home- and Community-Based Services (HCBS) (B) Approved 12/13/22 Minutes (To be provided as supplemental materials) (C) Draft 4/20/23 Minutes (To be provided as supplemental materials)	
	Aging Caregivers (D) Approved 1/11/23 Minutes (To be provided as supplemental materials) (E) Draft 4/26/23 Minutes (To be provided as supplemental materials)	
	Self-Advocacy Leadership (F) Approved 11/16/22 Minutes (G) Draft 4/5/23 Minutes	
	Broad Systems Change/Emerging Needs (H) Approved 9/14/22 minutes (I) Draft 2/22/23 Minutes (J) Approved 2/22/23 Minutes (To be provided as supplemental materials) (K) Draft 4/27/23 Minutes (To be provided as supplemental materials)	
	Task Force Collaborative Presentation (L) May 2023 State Plan Project Updates	
	• Access to Services	<i>Jamie Mayersohn</i>
	• Home- and Community-Based Services	<i>Sue Kabot</i>
	• Aging Caregivers	<i>Jan Pearce</i>
	• Self-Advocacy Leadership	<i>Kristin Vandagriff</i>
	• Broad Systems Change/Emerging Needs	<i>Jan Pearce</i>
	• Supporting Initiatives	<i>Sue Kabot</i>

10:00 a.m.-10:55 a.m.	Approval of Program Budget with Revisions ** (M) Updated 5-Year State Plan Program Budget	<i>Jean Sherman, Chair Sheila Gritz-Swift, Senior Director Lisa Taylor, CFO</i>
10:55 a.m.-11:00 a.m.	Public Comment/Meeting Adjourned	<i>Jean Sherman, Chair</i>

**** Items that require vote**



**State Plan Committee
Meeting Minutes
Thursday, January 26, 2023
Hotel Indigo, Tallahassee, Florida**

Members Present: Jean Sherman, Ed.D., RN; Conney Dahn; Sarah Goldman; Elly Hagen; Eddie Hall; Yolanda Herrera; Jack Kosik; Lisa Miller; Elizabeth "Liz" Perkins, Ph.D.

Members Absent: Dennis Hart, M.D.; Kali Wilson

Council Members Present: Kevin Johnson, Frank Shalett, Johanna Valdivieso representing VR, Jennifer Duggar and Angela Roland representing BEESS

Visitors: Joaquin Fermoselle

Staff Present: Sheila Gritz-Swift; Valerie Breen; Lisa Taylor; Margaret Hooper; Jamie Mayersohn; Sue Kabot, Ed.D.; Kristin Vandagriff; Jan Pearce; Vanda Jenkins, Christina DeMeo

Meeting was called to order by Dr. Jean Sherman at 10:33 a.m.

Quorum was established.

I. Approval of September 22, 2022 Minutes

Action Taken: Kosik made a motion to accept the September 22, 2022 minutes. Perkins seconded. Motion passed with one change: Yolanda Herrera was added as a Council member present.

II. Approval of December 6, 2022 Minutes

Action Taken: Kosik made a motion to accept the December 6, 2022 minutes. Goldman seconded. Motion passed unanimously.

III. Update on IFPs/Sole Source Status

Valerie Breen provided a brief update on the status of IFPs/Sole Source contracts and agreements. She shared that all proposed contracts and agreements have now been executed and work is underway.

IV. Approval of Program Budget with modifications

The 5-year state plan budget approved in 2021 was shared with adjustments made since those reported at our September meeting.

Adjustments for differentials between the amount budgeted and actual expenditures were made to the Access to Services goal; Home-and Community-Based Delivery Systems goal; Self-Advocacy Leadership goal; Advocacy/Communications line item for public policy, communications, and state plan goal related initiatives; and Other line item for task force travel/miscellaneous.

No adjustments were made for the Aging Caregivers goal.

Adjustments were made to the Broad Systems Change/Emerging Needs goal to increase funding for the National Project SEARCH Research Project contract in the amount of \$17,508 to extend work from June 2023 to September 2023, and for continuing the Postsecondary Models project in the amount of \$125,000 for a fifth year.

Action Taken: Kosik made a motion to accept the modifications to the budget. Perkins seconded. Motion passed unanimously.

VII. Task Force Updates

A handout titled State Plan Projects was shared that provided detailed information on the current status of all of the Council's State Plan projects, including a tri-annual update for this meeting. This document has also been shared with all Council members. Supplemental materials also included draft minutes from the January 11 Aging Caregivers Task Force meeting and September 14 Broad Systems Change Task Force meeting.

Each Director, Programs and Contracts, briefed State Plan Committee members on the projects that fall under their Task Forces and highlighted one or two of those projects by providing more detailed information on their current status. A decision was made at the end of the updates to share the presentation on the Florida Project SEARCH Adult Model with the full Council as a component of the State Plan Committee report on Friday.

VIII. Public Comment/Meeting Adjourned

The meeting was adjourned at 12:00 p.m.

Florida Developmental Disabilities Council, Inc.

Self-Advocacy Leadership Task Force Minutes 11/16/2022

Present: Eddie Hall, Chair; Sarah Goldman, Co-Chair; T.J. Moon; Laurie Harlow; and Jack Kosik

Staff: Kristin Vandagriff

Guests: Margaret Hooper (FDDC,) Stacey Hoaglund (PIP Coordinator), Rhiannon Bowen (The Arc of Volusia)

The meeting was called to order by Chair Hall at 3:02pm.

Task Force Chair, Eddie Hall, welcomed task force members and guests and instructed staff to conduct roll call. He also reminded attendees that the meeting was being recorded, and that FDDC matters are subject to Florida's Sunshine Law. Additionally, Chair Hall asked if any task force members had a conflict of interest to declare based on anything on the agenda. No members declared a conflict. The September 7, 2022, task force meeting minutes were approved with Jack Kosik making the motion, and Sarah Goldman making the second, and all members answering in the affirmative.

I. PowerPoint Presentation on Project Progress Updates

Kristin Vandagriff, Director of Programs and Contracts, who provides staffing to this task force, gave a brief project update on two projects within this task force's purview: 1) Advocacy Summit, 2) Fellows Leadership Program. Advocacy Summit updates covered: knowledge pre/post survey data, satisfaction participant data, as well as the project's next steps before being closed out. Fellows Leadership Program updates covered: new Fellows update, past Fellows mentorship of new Fellows, the 2023 Florida Self-Advocacy Conference planning, building trainings into the new online platform, Leadership Rating Scale results for the year one Fellows, and results for the Organizational Management Growth tool for year one which will serve as the baseline rating for comparison across the next four years. Stacey Hoaglund, the Partners in Policymaking Coordinator presented as a guest an update for this project, covering: the 2022-2023 class agenda content and speakers, 2022-2023 recruitment efforts, selection process scoring rubric, demographic make-up, knowledge pre/post test results for the 2021-2022 class, program satisfaction, 2023-2024 class planning efforts, quarterly graduate activities, regional graduate coalition plans. Additionally, a one-minute video was shared from the PIP YouTube Channel providing a glimpse into the 2022-2023 class session one experience of participants.

II. Questions, Discussion, and Next Meeting

Task force members did not feel that any resource members were currently needed at this time. Task force members did not note anything that needed to be brought before the State Plan Committee. Task force members noted that they next wanted to meet in either March 15, April 5, or April 12 from 3-4:30pm. Members requested those three options be provided to OMS, the provider for the Fellows Leadership Program, to see which might work best for OMS staff and a Fellow to join the task force to talk about the 2023 Florida Self-Advocacy Conference, Fellows recruitment, and demonstrating the online training platform. Once OMS and Fellows availability is determined the meeting will be scheduled and public noticed. This meeting will occur via Zoom. Members also denoted wanting to continue to get general updates on PIP during this spring meeting.

III. Public Input

There were no comments from the public.

The meeting was adjourned at 4:14pm.

Minutes were approved on 04/05/2023.

Florida Developmental Disabilities Council, Inc.

Self-Advocacy Leadership Task Force

Minutes

04/05/2023

Present: Eddie Hall, Chair; Sarah Goldman, Co-Chair; Laurie Harlow; and Jack Kosik

Staff: Kristin Vandagriff

Guests: Margaret Hooper (FDDC,) Christina St. Clair (OMS), Kelli Munn (OMS), Jason Hahr (Fellow), Samantha Lebron (Fellow)

The meeting was called to order by Chair Hall at 3:01pm.

Task Force Chair, Eddie Hall, welcomed task force members and guests and instructed staff to conduct roll call. He also reminded attendees that the meeting was being recorded. The November 16, 2022, task force meeting minutes were approved with Jack Kosik making the motion, and Sarah Goldman making the second, and all members answering in the affirmative.

I. PowerPoint Presentation on Project Progress Updates

Kristin Vandagriff, the Director of Programs and Contracts who provides staffing to this task force, gave a brief project update regarding the Partners in Policymaking Program. Information was shared about the final sessions for the PIP class of 2022-2023, including denoting the high-level national presenters which provided trainings this past year. The PIP mock testimony event was discussed with links being shared for each group's recorded mock testimonies. The PIP 2022-2023 class graduation was also mentioned, with it being reported that 23 participants completed the program, comprised of 4 self-advocates and 19 family members. An update was provided regarding the PIP Regional Graduate Coalitions which were formed from the Advocacy Summit, denoting a June 11-12 in-person event to support the six regions in further implementing their regional housing and transportation plans. Additionally, PIP's DD Day efforts were shared as were recruitment efforts for recruiting the PIP 2023-2024 class. Christina St. Clair with OMS shared an overview of the Fellows Leadership Program, describing the work the Fellows do to support FL SAND. COVID calls which are now topical self-advocacy monthly calls, managing the communication hub, and supporting the board through training and mentoring were all mentioned. Ms. St. Clair also discussed that there are three Fellows who are serving as second year mentor Fellows, and four new Fellows for this current contract year. She did also denote that one of those new Fellows has had to step down and they will be recruiting to fill that vacant Fellows role. Ms. St. Clair also discussed the DD Awareness video which the Fellows developed to support self-advocates in understanding how they can meet with their legislator. Task Force members were asked if they had any recruitment ideas. Reaching out to the Florida Centers for Students with Unique Abilities was mentioned. Two Fellows, Jason Hahr and Samantha Lebron, shared about their experience taking part in this program. They denoted DD Day being an impactful experience as well as appreciating learning how to present and plan for a conference. They both mentioned how thankful they are to be part of this program. The 2023 Florida Self-Advocacy Conference was described, denoting that it will occur August 18-20, 2023 at the Rosen Plaza Hotel in Orlando. The theme will be REUNITED: Lifting our Voices Together. This conference will serve as a core opportunity for the Fellows to train self-advocates in this contract year. Lastly, Kelli Munn (OMS), reported on the work completed to date on the Breaking Barriers Training Academy online training platform. She also demonstrated several slides from the first lesson to show the flow and interactive options for this Route to Self-Determination: Train the Trainer module.

II. Questions, Discussion, and Next Meeting

Task force members did not feel that any resource members were currently needed at this time. Task force members did not note any issues that needed to be brought before the State Plan Committee. Task force members noted that they next wanted to meet on either August 2nd or August 9th from 3-4:30 pm. This meeting will occur via Zoom. Members denoted wanting this meeting agenda to cover general project updates for all projects within the self-advocacy and leadership goal.

III. Public Input

There were no comments from the public.

The meeting was adjourned at 4:00 pm.

DRAFT

Broad Systems Change/Emerging Issues Task Force Meeting

September 14, 2022

3:00 pm

Present: Lisa Miller, Victoria Zepp, Conney Dahn, Yolanda Herrera, Jan Pearce, and Susan DeBeaugraine

Meeting was called to order by chairperson, Jan Pearce at 3:05 pm

1. The minutes from the August 24, 2022 meeting were reviewed and approved by the taskforce.
2. Susan reviewed the Planning Ahead Guide and requested feedback. Feedback was provided and recommendations were noted. The Guide will be moved to the Council for review.
3. Susan provided an update on the Adult Project SEARCH model. There have been some challenges this year that have been identified and will be addressed in the new contract. Funding was added to the contract for behavioral support services and worksite training for staff. An additional trainer was included in the budget.
The advisory group is focused on sustainability efforts. VR will support the sites similarly to their support of the youth model. Project SEARCH staff do not feel that this funding alone will be sufficient to maintain or expand sites. Additional efforts to seek sustainability options are ongoing.
4. Jan reminded the members that this will be Susan's last meeting before her retirement. Members expressed their gratitude to Susan for all her hard work on behalf of individuals with disabilities.
5. Chair opened the meeting up for Public Comment. None were received.

Meeting was adjourned at 4:15 pm.

Broad Systems Change/Emerging Issues Task Force Meeting

February 22, 2023

3:00 pm

Present: Conney Dahn, Yolanda Herrera, Jennifer Duggar, and Jan Pearce

Guest: Amanda Buncher, Researcher from Project SEARCH Research Project

Absent: Victoria Zepp, Lisa Miller, and Johana Valdivieso

The meeting was called to order by chair, Conney Dahn, at 3:10 pm.

1. Connie Dahn welcomed the members and Jennifer Duggar was introduced as a new member of the task force.
2. The minutes from the September 14, 2022, meeting were reviewed and approved by the task force.
3. Conney Dahn introduced our guest, Amanda Buncher. Amanda gave a brief review of the Research Project's purpose and an update on the activities.
4. Jan Pearce shared a brief introduction to the roles and responsibilities of the task force. The purpose of each task force is to serve as the overseer and advisor to Council staff on all State Plan funded initiatives assigned to each task force. The responsibilities include reviewing activities and outcomes of initiatives, providing expertise as needed, recommending changes to state plan goals, objectives, activities, or contracts.
5. Jan Pearce shared updates on the projects that are currently assigned to this task force. The three Project SEARCH projects were discussed. Task force members were made aware of the concerns of the sustainability of the Adult Model. The task force expressed concerns about the lack of available funding as they felt the project was producing great results. They will be kept informed of the sustainability efforts.
Yolanda Herrera expressed her concerns over the language and use of terms for students with most significant disabilities. She shared her belief that "trainable" was a better term and plans to continue to advocate for that population. Jennifer Duggar shared the work that is going on to provide a variety of services for this population. She highlighted employment training programs that Unicorn Foundation is providing, funded by DOE for 16–30-year-olds, and is available free of charge to participants. She also talked about the work of Project 10.
6. The Chair opened the floor for public input, but receiving none, adjourned the meeting at 4:10 pm.

State Plan Projects

Fiscal Year 2023 (October 1, 2022 – September 30, 2023)

BLACK: First Tri-Annual Update (October – January)

BLUE: Second Tri-Annual Update (January – May)

RED: Third Tri-Annual Update (May – September)

Goal	Provider	Funding Period	Funding Allocation	Project Description	Tri-Annual Update (if applicable)
Goal 1: Access to Services					
Research for a Statewide Access to Services Information System	The National Association for the Dually Diagnosed (NADD)	September 2022 – September 2023	\$374,974	The goal of this project, in its first year of funding, is to conduct significant research in order to identify community resources used by family members of persons with intellectual and developmental disabilities (I/DD), the ways they identify and share information, assist each other with information, refer people to useful resources, and utilize existing web-based platforms.	<p>October 2022 – January 2023 This project is now fully staffed, and two Steering Committee meetings have been held. NADD has completed the research design and submitted it for IRB approval, which is anticipated in mid-late January. They have also added a multi-lingual component (i.e., Spanish and Creole/French).</p> <p>January 2023 – May 2023 Institutional Review Board (IRB) approval was received for the first phase of the project. A survey was developed, translated into Creole and Spanish, and distributed. Two Steering Committee meetings were held and an informal town hall meeting with caregivers was held as a part of DD Day 2023. Focus group questions were submitted to staff for review.</p>

Goal 2: Home- and Community-Based Delivery Systems					
Best Practices in Case Management	Mathematica, Inc.	September 2022 – September 2023	\$199,839	<p>This project, in its first year of funding, seeks to establish and fully implement a best practice, quality case management competency tool for individuals with intellectual and developmental disabilities (I/DD) that will enable them to remain in their homes and communities across the lifespan. This will be done by bringing together representatives from multiple agencies that provide case management services to individuals with I/DD to work together in the development of a tool to evaluate case management services received to ensure a more uniform quality of case management across agencies and service systems in Florida.</p>	<p>October 2022 – January 2023 Mathematica has its second workgroup meeting scheduled for February 7. They will be presenting their environmental scan to the group for feedback at that meeting.</p> <p>January 2023 – May 2023 Mathematica recently submitted their second deliverable. It included the environmental scan report, and the case management tools for individuals with I/DD, caregivers, case managers, and supervisors of case managers. They are soliciting feedback from the workgroup before pilot testing the tool.</p>
Researching Provider Solutions	Mathematica, Inc.	January 2023 – March 2023	\$248,761	<p>This research study, in its first year of funding, will explore the issue of locating, funding, training, and retaining individuals to provide services and supports to individuals with I/DD and their families when there is no Medicaid Home- and Community-Based Waiver funding. It is expected this project will lead to solutions to the difficulty that individuals with I/DD and their families/caregivers have in</p>	<p>October 2022 – January 2023 This project is just getting off the ground and a workgroup is being established with a February target for the first meeting.</p> <p>January 2023 – May 2023 The survey that will be administered to caregivers and individuals with I/DD has been reviewed by workgroup members. It has been translated into Plain Text and is about to be translated into Spanish. The interview protocol has been shared with the workgroup for feedback. The</p>

				<p>accessing direct support workers to provide personal care, companion, and respite services. Research will be conducted to determine how significant the problem is in Florida and perform an environmental scan to learn how other states and service delivery systems address this need. A mixed-methods research project that uses surveys and either structured interviews or focus groups will be implemented to investigate the ways people on Consumer Directed Care + or without waiver funding fulfill their needs for services and support.</p>	<p>environmental scan is underway. The first deliverable is due at the end of April.</p>
Measuring Service Quality	Mathematica, Inc.	October 2022 – September 2023	\$217,857	<p>This project, in its first year of funding, will develop a tool(s) that can be used by both family members and individuals with intellectual and developmental disabilities who have significant behavioral challenges, to assist them in evaluating whether services and supports will meet their needs and help them achieve a high quality of life. The targeted settings for use include employment, adult day training, and residential. The tool(s) should be developed in a manner to also be used as a quality improvement measure by service providers to evaluate</p>	<p>October 2022 – January 2023 This project is well on its way with a second stakeholder workgroup planned for February that will be held at ARC Broward. The goal is to visit employment, residential, and adult day training programs to serve as a common base for the development of a measure for family members and people with IDD to use to determine the match between a service/program and an individual with IDD.</p> <p>January 2023 – May 2023 This project has been revised to simplify the feasibility study and delineate the implementation support needed for individuals with I/DD and their families. The environmental scan has been submitted in draft form and a</p>

				their services and supports over time.	spreadsheet of annotated reviews of identified, available measures was also completed. The workgroup spent a day at ARC Broward visiting their residential, adult day training, and vocational training/support programs and then met to discuss elements of the quality measures.
Addressing the Behavior Therapist Shortage	University of Florida (UF) Board of Trustees	April 2022 – September 2023	\$195,425	In its first year of funding, the goal of this project is to explore the current status of behavior analysis services in Florida. Through a research study and use of a collaborative task force in an advisory capacity, the UF Health Center for Autism and Neurodevelopment (UF CAN), working in conjunction with the University of Miami-Nova Southeastern University Center for Autism and Related Disorders (CARD), will conduct a research study to include a review of legislation, statutes, policies, and practices. Additionally, numbers of certified practitioners at the four levels of certification applied in Florida will be gathered, and barriers to increasing the numbers of personnel will be studied. The project will culminate in recommendations to increase the number of behavior analysts across all levels, certified by the Behavior Analysis Certification Board or	<p>October 2022 – January 2023 The Behavior Therapist Shortage project is about to hold its second workgroup meeting on February 2. The environmental scan is being written and focus groups have been held with Registered Behavior Technicians.</p> <p>January 2023 – May 2023 The University of Florida/University of Miami investigators have submitted their third deliverable. They are making progress in terms of their qualitative research with Registered Behavior Technicians (RBTs) and Board Certified Behavior Analysts (BCBAs), although it has been more difficult to get the RBTs to participate. They have also begun meeting with the university training programs in applied behavior analysis. Their survey for caregivers is being revised as the draft submitted was skewed to parents of young children, participating in early intensive behavior intervention programs that are paid by Medicaid or private insurance. They submitted their environmental scan in draft form and are continuing to collect data from a variety of sources.</p>

				other appropriate credentialing body	
Dual Diagnosis Training	The National Association for the Dually Diagnosed (NADD)	September 2022 – September 2023	\$149,951	<p>Based on the findings from the Year 1 Dual Diagnosis Study, in Year 2 the Dual Diagnosis Training project will develop and provide training for school districts and community agencies and family members. Topics will include: recognizing and effectively communicating and interacting with individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors, including autism, to include strategies for communicating verbally and through augmentative and alternative communication methods; the use of de-escalation strategies; behavior management techniques; and safe physical management considering physical limitations. This training project will result in the development and implementation of effective strategies and/or practices that will assist in averting unnecessary interventions for individuals who are dually diagnosed with I/DD and co-occurring mental health diagnoses and/or challenging behaviors, including autism, and will assist the Council in addressing the targeted disparities in services and</p>	<p>October 2022 – January 2023 The Dual Diagnosis Training project's workgroup met once and is scheduled to meet January 19. They sent out a survey requesting information about policies and training for schools, agencies, and families and received 117/260 surveys back. They are in the process of reviewing the survey results. The training is being developed and a video will be created introducing people to dual diagnosis as a "thank you" for participating. This will be done at no cost to the Council.</p> <p>January 2023 – May 2023 NADD submitted a draft report of their survey and interview results. They have decided to keep their survey window open until the end of April to gather a wider sample of respondents. Their workgroup is very active and committed to this topic with wide representation from state agencies. An outline of the training was also submitted, and they are working on a face-to-face and virtual training. We are discussing the possibility of an asynchronous version that can be housed on a Canvas, or other on-line site.</p>

				outcomes for this underserved population.	
Training First Responders	Florida Atlantic University Board of Trustees	October 2022 – September 2023	\$149,990	<p>This project, in its first year of funding, seeks to develop and provide training to law enforcement personnel, first responders, and emergency medical and mental health personnel who will encounter, interact, and intervene with individuals with intellectual and developmental disabilities who have co-occurring mental health diagnoses and/or challenging behaviors on recognizing and effectively communicating and interacting with them, to include strategies for communicating verbally and through augmentative and alternative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations.</p>	<p>October 2022 – January 2023 The Training First Responders project's workgroup has met once and is scheduled to meet February 2. There is so much work to do that they have scheduled two additional meetings in February to integrate all of the information they have collected.</p> <p>January 2023 – May 2023 FAU has submitted a relatively complete training package for Law Enforcement Professionals, and for Emergency Medical Technicians. Each of these has a pretest/posttest, survey, participant handbook, trainer handbook, and PowerPoint. They will be providing the training virtually, face-to-face, and have already developed Canvas Modules to deliver in an asynchronous format.</p>
Goal 3: Aging Caregivers					
Aging Generations' Expectations in Developmental Disabilities (AGEDD)	Margaret Lynn Duggar & Associates, Inc.	October 2022 – September 2023	\$150,000	<p>Caring for a person at home impacts the entire family. Aging caregivers, an aging population of adults with I/DD, and a significant shortfall of long-term care funding, both individually and collectively, is of imminent concern for individuals with I/DD and family caregivers. This</p>	<p>October 2022 – January 2023 The AGEDD Provider Advisory Group met in October 2022 and approved Planning Area 2- Training from the AGEDD 5-year strategic plan as a priority. Twenty Community Partnership meetings have been held. Community Partnerships have been established in the following counties: Bay, Broward, Indian River, Duval, Miami/Dade, and Osceola. Seven</p>

				<p>initiative will continue to build a sustainable partnership between the developmental disability and aging networks to create a system of care that is both sensitive to and available for caregivers and individuals with I/DD who are growing older. This project, in its third year of work, will focus on the initial 11 recommendations that emerged from the Aging Generations' Expectations in Developmental Disabilities (AGEDD) report and the subsequent development of an AGEDD 5-year draft strategic plan for Florida. This plan was based on input from nearly 100 stakeholders, nearly 30 community provider partnership dialogues, input from the Council's Aging Caregivers Task Force, AGEDD Provider Advisory Group, and studies of national models on aging and developmental disability.</p>	<p>new community partnerships will be completed during the current contract year. Both aging and DD providers are gaining knowledge about each other's programs and establishing collaborative working relationships. Research and analysis of training and curriculum has begun.</p>
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Goal 4: Self-Advocacy Leadership					
Florida SAND Fellows Leadership Program	Organizational Management Solutions, Inc.	September 2022 – September 2023	\$317,006	<p>The goal of this project, in its seventh year of funding, is to fully expand leadership training for self-advocates by continuing and building on the Florida SAND Fellows Training Program to train four new Fellows a year and use existing Fellows as peer mentors for the year that follows their training. Fellows will be engaged in developing job skills of maintaining the self-advocacy organization, managing communications for the network, and offering technical assistance and peer mentoring to new Fellows as needed. As each cohort of Fellows becomes trained, leadership training will be provided by the Fellows and will include fine-tuned content that the existing Fellows have created (e.g., Breaking Barriers Training Academy), and also training for other self-advocates in the Route to Self-Determination curriculum.</p>	<p>October 2022 – January 2023</p> <p>There are four new Fellows in this contract year, with three of last year's Fellows returning in a mentor capacity, for a total of seven self-advocate Fellows receiving new leadership training. Fellows receive weekly training, as well as additional topical training as needed. The Fellows are continuing to support the Florida Self-Advocate Central communication hub (e.g., social media, newsletter/listserv, blog, and two websites) as well as facilitating monthly self-advocacy meetings. The Fellows are preparing to host a Florida Self-Advocacy Conference August 18-20, 2023, in Orlando. This conference will serve as a major means for the Fellows providing self-advocacy training to Floridians with intellectual and developmental disabilities. Additionally, the Fellows and the contractor are finishing the online training platform module, Route to Self-Determination Train-the-Trainer, to grow the organization's capacity to train self-advocates across the state in self-determination. The Fellows continue to provide robust support to the FL SAND self-advocacy organization through board meeting planning and support as well as ongoing board member training and mentoring. This project is continuing to have pre- and post- leadership skills assessments annually completed on each Fellow as well as an annual evaluation of the Fellows' group impact on the organizational management of FL SAND. Last year's program evaluation data</p>

				<p>reported strong growth of both the Fellows' leadership skills as well as their support of FL SAND. This program also now has baseline FL SAND self-advocacy organization membership data and will continue to measure this area annually.</p> <p>January 2023 – May 2023</p> <p>Three mentor Fellows from last year are still providing mentorship to three new Fellows. The contractor is recruiting to fill the fourth new Fellow slot for this year as the previously selected Fellow has accepted a different position and recently stepped down. The contractor has continued to train all Fellows weekly on their role which includes continued support of the Florida Self-Advocate Central communication hub (e.g., social media, newsletter/listserv, blog, and two websites) as well as facilitating monthly self-advocacy meetings. The Fellows are still preparing for the Florida Self-Advocacy Conference, August 18-20, 2023, in Orlando. This event will be hosted by the Fellows and will serve as a primary means of the Fellows providing self-advocacy training to Floridians with I/DD in this contract year. They are working on developing the agenda and the speaker line up, as well as registering participants. The Fellows and the contractor are adding final voiceovers to the online training platform module, Route to Self-Determination Train-the-Trainer. Once completed, this training will support the organization's capacity to train self-advocates across the state in self-determination. The Fellows continue to support the FL SAND self-advocacy</p>
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					organization through board meeting training and technical assistance as well as ongoing board member training and mentoring. This project is continuing to have pre- and post- leadership skills assessments annually completed on each Fellow as well as an annual evaluation of the Fellows' group impact on the organizational management of FL SAND. Last year's program evaluation data reported strong growth of both the Fellows' leadership skills as well as their support of FL SAND. This program also now has baseline FL SAND self-advocacy organization membership data. Over the summer the Fellows will be collecting comparative organization and group member information. This contract year will also include the Fellows providing support to FL SAND regarding its newly awarded SABE grant which will include two trainings regarding waivers for self-advocates.
Partners in Policymaking Coordinator	Stacey Hoagland	August 2022 – August 2023	\$50,000	The goal of this project, in its sixth year of funding with the current Coordinator, is to plan and execute all aspects of the Council's Partners in Policymaking program. Partners in Policymaking is a national model designed to educate individuals with intellectual and developmental disabilities and family members on self-determination, disability systems, and how to share information to educate policymakers.	October 2022 – January 2023 The PIP program is back to serving participants in-person. This program is currently in the process of completing session 5 of 6 for the 2022-2023 PIP class. This class has 4 self-advocate participants and 21 family member participants. Knowledge pre-test assessments have been completed, with post-tests set for administration after session 6 when this training class concludes in February 2023. To view a video made regarding the 2022-2023 PIP class, please visit: https://fb.watch/ghYxsEQ592/ . Data is being collected per session on the participant's satisfaction with the

				<p>presenters and overall session materials. 2022-2023 PIP class graduates will be attending DD Day 2023 as well as a limited number of graduates from the past two class years due to their instruction being virtual and not having received an opportunity to attend DD Day in-person previously. The PIP coordinator continues to hold quarterly PIP graduate trainings to support graduates in growing their leadership and advocacy skills as well as providing ongoing technical assistance. The 6 regional coalitions developed through the Advocacy Summit will be assumed through PIP as part of its graduate engagement efforts. Note that the 2023-2024 PIP class application period will begin March 1, 2023. A new PIP brochure was developed and will be utilized for recruitment efforts. Last year's data demonstrated exceedingly strong program results. Pre- and post-knowledge assessments saw growth across areas of both knowledge and engagement. All 23 graduating PIP 2021-22 participants noted that they: have increased advocacy skills and abilities; are better able to say what they want to say/say what is important to them; are now participating in advocacy activities; are serving on a cross-disability coalition, policy board, advisory board or other leadership position that makes decisions; and noted being highly satisfied with this project with session satisfaction ratings ranging from 4.78-5.0 on 5.0 scale. It is also important to note that last year, PIP served 15 self-advocate graduates and 90 family member graduates for a total of 105 PIP graduates receiving new training or technical assistance.</p>
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					<p>January 2023 – May 2023</p> <p>The PIP class of 2022-2023 graduated 4 self-advocate participants and 19 family member participants this past February. Final data on knowledge growth and performance measure outcomes will be available in the next few months. Twenty (20) 2022-2023 PIP class graduates, and ten (10) past virtual class graduates attended DD Day 2023 and met with their legislators. Quarterly PIP graduate trainings have continued to be held to support graduates in growing their leadership and advocacy skills. The PIP Coordinator also continues to provide ongoing technical assistance to graduates. The 6 regional coalitions developed through the Advocacy Summit have been assumed through PIP as part of its graduate engagement efforts. A June 11-12 in-person event in Orlando has been planned to support regional coalitions in advancing their housing and transportation regional plans. Final graduate support numbers and outcomes will be available at the end of summer. The 2023-2024 PIP class application period began March 1, 2023, and will conclude at the end of June. Many applications have already been received.</p>
Partners in Policymaking Curriculum Project	Autistic Self Advocacy Network (ASAN): Pending verification of mandatory terms and conditions and successful	May 2022 – September 2023	\$224,716.16	The goal of this project, in its first year of funding, will be to develop a Partners in Policymaking (PIP) curriculum and associated activity materials for a target audience of people with cognitive disabilities, requiring supports	<p>January 2023 – May 2023</p> <p>In February 2023, the Council issued a bid to secure a provider to deliver the scope of work planned for this project. The Autistic Self Advocacy Network (ASAN) was selected as the “Lowest and Most Responsive Bidder Meeting the Minimum Requirements” for the Partners in</p>

	contract negotiation			based on moderate-to-severe functional levels, at a Grade 2 to 3 reading level or below. The curriculum and associated activity materials will be developed to run in conjunction with and parallel to the current existing Florida Partners in Policymaking program with the goal of supporting more participants with intellectual and developmental disabilities (I/DD), and specifically cognitive disabilities, to be integrated into this program.	Policymaking Curriculum Project. Currently, the award is dependent upon verification of mandatory terms and conditions and successful contract negotiations. Council staff met with ASAN staff on April 13, and we anticipate having an executed contract in May.
Goal 5: Broad Systems Change/Emerging Needs					
Black* ASD Identification Research Expansion Project <i>“Black” – of or relating to any of various population groups including, but not limited to, African-American, Caribbean, Haitian, Nigerian, Kenyan.</i>	Florida Atlantic University Board of Trustees	April 2021 – August 2023	\$405,733.34	The goal of this project, in its first year of funding and amended to continue and expand work through August 2023, is to attain critical information from a diverse group of counties (i.e., rural, urban, and suburban) that will assist key stakeholders and decision makers to understand the issues and effectively plan strategies that lead to earlier identification and eligibility determinations to assure that appropriate interventions and services are in place for Black-African American children identified with Autism Spectrum Disorder (ASD).	October 2022 – January 2023 This project has continued to submit proposals and receive acceptance to conferences; continued recruitment of participants and proactively addressed concerns about reaching family targets; continued a Facebook group for Palm Beach, Broward, and Treasure Coast families and began Facebook groups for new geographic areas with regular postings; and distributed the manuscript completed in their first phase of work, which was published as the <i>Black-African American ASD Identification Research Expansion Project</i> in the <i>Behavior and Social Issues Association for Behavior Analysis International (ABA) Journal</i> in 2022. January 2023 – May 2023

					FAU-CARD has continued all activities including, but not limited to, recruiting participants in additional counties, conducting interviews and focus groups, maintaining Facebook groups, and presenting at numerous professional conferences.
Collier Area Transportation Voucher Replication Project	Collier County Board of Commissioners, Collier Area Transit	November 2020 – June 2023	\$300,000	The goal of this project, in its first year of funding and amended to enhance funding and the capacity to operate through June 2023, is to increase access to the community and satisfaction with transportation services for two or more life activities (e.g., employment, postsecondary education or training, recreation, leisure activities, shopping) for individuals with intellectual and developmental disabilities building upon the Council's previously funded and long-term successful HARTPlus Customer Choice Program in Hillsborough County.	<p>October 2022 – January 2023</p> <p>After numerous issues in getting transportation services started due to multiple requests for proposals to secure a provider, followed by Hurricane Ian, service delivery began in mid-December for a soft launch with 44 trips completed that month. They are off to a strong start for January with their marketing postcards having been sent out and word of mouth beginning to grow awareness of this new transportation option. They are currently using the call center for registering rides but hope to be able to add the online portal and app soon (both had some fixes that were needed following pilot testing).</p> <p>A website page has been created for the project, known as CAT Connect Select, and can be accessed via the following link:</p> <p>CAT Connect Select Collier Area Transit (ridecat.com)</p> <p>The website describes the new CAT Connect Select services providing On-Demand services that include: 1) pick-up within 30 minutes; 2) extended service hours from 6 am to 10 pm/7 days a week; 3) \$4 for drop-offs within an 8 mile</p>

					<p>radius of pick up; 4) trips farther than 8 miles priced per mile.</p> <p>January 2023 – May 2023</p> <p>After several unavoidable delays for the contractor related to this project, they launched transportation services in December 2022 with 44 rides provided through a soft launch. January 2023 saw growth in ridership of 173 trips, and then further growth in February 2023 with 277 trips. Further growth is anticipated through spring and into early summer; however, it should be noted that this project will conclude June 30, 2023.</p>
Florida Project SEARCH Adult Model	Florida Association of Rehabilitation Facilities (FARF) d/b/a RESPECT of Florida, Inc.	September 2022 – September 2023	\$888,782.68	The goal of this project, in its second year of funding, is to continue building the new pathway for adults with disabilities historically served in Adult Day Training programs or other less-inclusive settings, to transition into the competitive workforce through ongoing implementation of the Florida Project SEARCH Adult Model. The four Employment Centers (ECs) that operated during the first year of the project will continue to operate the program and work toward building stability and sustainability within their own organizations and as a model for potential statewide replication through the guidance and support from	<p>October 2022 – January 2023</p> <p>Four host business sites have been selected for this contract year. Two were existing sites, and two are new. All four host business sites began operation in January 2023. Currently, 35 interns have been selected to participate in the program. This year the sites faced a challenge in attracting older adults and adults from adult day training settings. The sites completed their intern selection by allowing for some expansion to serve adults of various ages who were no longer eligible for a Free and Appropriate Public Education (FAPE) and “sitting” at home. The provider has coordinated advisory group meetings and sustainability work group meetings. In addition, each site hosts Steering Committee Meetings with the related partners. An important focus this year is on the sustainability of the program. A sustainability work group has been working with Project SEARCH staff to find viable options. As of this date, no</p>

				<p>RESPECT of Florida and National Project SEARCH.</p> <p>firm plan is in effect. Efforts will continue. The provider continues to provide technical assistance and support as needed to the four sites. They offer 8, 2-hour module trainings that cover the essential elements of Project SEARCH. In addition, they have offered training specific to the needs of individual sites. Representatives from the four adult sites attended the National Project SEARCH Conference. The contract was amended to include additional funds to support travel and indirect costs required to expand the research efforts through September 2023 and allow for in-person research activities at all four Project SEARCH sites. Research efforts are ongoing.</p>
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<ul style="list-style-type: none"> National Project SEARCH Training and Technical Assistance Project Consulting Agreement 	<p>Children's Hospital Medical Center, Cincinnati</p>	<p>March 2021 – September 2023</p>	<p>\$149,500</p>	<p>This consulting agreement provides for licensing, training, technical assistance, and other necessary support to the Florida Project SEARCH Adult Model's four Employment Centers and host business sites.</p>	<p>braided and blended funds that would provide a model for Florida. Each state surveyed had a different approach. None of which seemed a fit for Florida. Efforts continue. Meetings have been held with the Agency for Persons with Disabilities and Vocational Rehabilitation (VR). VR is prepared to fund adults who wish to participate at the same level they currently do for the youth model. The issue is that the adult model has been found to be a more expensive model due to increased staffing. Results from Year 1 have been very encouraging with a 57% employment rate as of March 2023.</p> <p>National Project SEARCH Training and Technical Assistance Consulting Agreement</p> <p>The consultants have been delivering training on selected topics to the sites and general training on the key elements of the Project SEARCH curriculum. They have also provided technical assistance to the sites as requested. The consultants and the Project SEARCH teams just completed their first Fidelity Review. The detailed reports are not yet available.</p>
<ul style="list-style-type: none"> National Project SEARCH Research Project Consulting Agreement 	<p>Children's Hospital Medical Center, Cincinnati</p>	<p>April 2021 – September 2023</p>	<p>\$215,003</p>	<p>This consulting agreement provides for an Institutional Review Board (IRB) approved research study on the Florida Project SEARCH Adult model, allowing for comparisons to other models, and assessment of multiple levels of systems change outcomes.</p>	<p>National Project SEARCH Research Project</p> <p>The consultant had a delay in his expected time frame due to waiting for the Institutional Review Board (IRB) to approve the revisions to the research study on the Florida Project SEARCH Adult model. He was able to continue his work by gathering information from other states to use as a comparison. He received the approval in April and has</p>

					visited each site and conducted interviews with staff, families, host businesses, and interns. He has also had access to the data collected in Year 1. His draft research product is due in June, with the final report due at the end of September 2023.
Postsecondary Models: Youth Postsecondary Education Ambassador Curriculum	Institute for Community Inclusion, University of Massachusetts Boston	January 2023 – January 2024	\$125,000	The goal of this project, in its fifth year of funding, is to create and pilot an advocacy and leadership curriculum to train young adults with I/DD ages 18-26 who are currently enrolled or recently completed postsecondary programs to serve as Inclusive Postsecondary Education Ambassadors. Trained Ambassadors will promote the value and importance of college for students like themselves primarily to postsecondary institutions and secondary educators, likely in collaboration with other existing organizations engaged in such work to gain further momentum for expansion, and secondarily considering presentations at family or student venues to spark further interest.	<p>October 2022 – January 2023 A contract was executed in December for work to begin on January 9, 2023.</p> <p>January 2023 – May 2023 Since January, a project website was established; a comprehensive review of existing youth empowerment, self-advocacy, and leadership curricula was conducted; the project abstract was finalized (including a plain language version); a 14-member project Advisory Committee was established; and a draft outline of the <i>Youth Postsecondary Education Ambassador Curriculum</i> has been submitted for staff review.</p>

Advocacy and Communications Cross-Cutting Systems Change Goals				
Easy Read	Dale DiLeo Consulting	September 2022 – September 2023	\$85,575	<p>This consulting agreement provides for translation of selected Council documents into Easy Read and/or Plain Text formats.</p> <p>October 2022 – January 2023 Since September, the following documents have been created under this project: 1) Easy Read Legislative Platform 2023; 2) Plain Text Legislative Platform 2023; 3) Easy Read Social Validity Survey for the Reducing the Behavior Therapist Shortage project. All other Social Validity Surveys are now in the process of being converted into Easy Read and/or Plain Text.</p> <p>January 2023 – May 2023 Dale DiLeo has translated all the projects' social validity scales into Easy Read format except for Researching Provider Solutions, which was late getting started. He has also provided a Plain Text version of the FDDC 2022 Annual Report. He also translated the survey for Researching Provider Solutions into Plain Text.</p>
Spanish Translation	Lingua School, Inc. d.b.a. Lingua Language Center	September 2022 – September 2023	\$50,000	<p>This consulting agreement provides for translation of selected Council documents into Spanish or other languages deemed appropriate.</p> <p>October 2022 – January 2023 To date in 2022-23, the project has converted the Council's legislative platform into Spanish.</p> <p>January 2023 – May 2023 The Advocacy and Leadership Guide has been submitted for translation. Plans are underway to send the Planning Ahead guide and Paramedicine project materials for translation in the month of May.</p>

Communications	RB Oppenheim Associates, Inc.	October 2022 – September 2023	\$100,000	<p>This consulting agreement provides for website maintenance; general public relations outreach and ongoing support; annual event coordination and support of Developmental Disabilities Awareness Day; and Council outreach activities based on the five year state plan; and statewide surveys, as needed.</p>	<p>October 2022 – January 2023 Primary work to date in 2022-23 has focused on preparing for DD Awareness Day, including creating and disseminating Save the Date Info Graphics and logistics planning. Ongoing social media posts for sharing relevant news and information have also been continued.</p> <p>January 2023 – May 2023 Extensive work completed for DD Day 2023 included a virtual rally video, Advocacy Toolkit, platform coordination, and social media promotion. Post-event surveys were designed and distributed. Additional work included Council videos, material production for PIP, along with ongoing social media development.</p>
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State Plan 2022 - 2026
Five Year Breakdown Budget Narrative *
5/18/2023

<u>1. Access to Services</u>	\$1,824,974
• Access to Services through Knowledge (ASK) Steering Committee and Research Project	\$1,024,974
○ Years 1 – 2:	\$374,974
▪ \$374,974 in funds were used at the end of Year 1 and carried through Year 2 for a contract with the IFP selected provider, the National Association for the Dually Diagnosed (NADD), to establish the steering committee; conduct research to identify key community resources across the lifespan in all 67 counties; develop content for an online repository; research existing web-based platforms; and provide the steering committee with a report on options for using an existing platform or creating a new, user-friendly platform to house the repository of resources.	
○ Year 3:	\$250,000
▪ \$250,000 in funds will be used to continue to work with NADD to convene the ASK Steering Committee; establish content advisory committees as needed; continue research; create categorical charts of issues and resources at the state and county levels from the research by agreed-upon age groups, including identified life stories; collaborate with the ASK Personas and Journey Mapping Expert Content Developer on developing personas and journey mapping to include scenarios, stories, and embedded links to state and community resources.	
○ Year 4:	\$200,000
▪ \$200,000 in funds will be used to continue all work with NADD from Year 3 and expand research efforts to review and integrate appropriate resources from other Council-funded current and past projects as appropriate.	
○ Year 5:	\$200,000
▪ \$200,000 in funds will be used to continue all work with NADD from Year 4, as needed, and coordinate collaborative meetings with the ASK Personas and Journey Mapping Expert Content Developer and the ASK IT Developer/Programmer for platform development.	
• ASK Personas and Journey Mapping Expert Content Developer	\$600,000
○ Years 1 – 2: No funds were plotted.	
○ Year 3:	\$200,000
▪ \$200,000 in funds will be used to select a provider through the Council's IFP, Bid, or sole source justification process to collaborate with and support NADD in the qualitative research process; develop personas and build journey maps for each age group within the lifespan that include scenarios, stories, and embedded links to resources for the ASK Platform; participate in Steering Committee and/or content advisory committee meetings as needed.	
○ Year 4:	\$200,000
▪ \$200,000 in funds will be used to continue work and collaboration to support NADD in the qualitative research process; continue to develop personas and build journey maps for each age group within the life span that include scenarios,	

stories, and embedded links to resources for the ASK Platform; and participate in Steering Committee and/or content advisory committee meetings as needed.

- **Year 5:** \$200,000
 - \$200,000 in funds will be used to continue work and collaboration to support NADD in the qualitative research process; continue to develop personas and build journey maps for each age group within the lifespan that include scenarios, stories, and embedded links to resources for the ASK Platform; participate in Steering Committee and/or content advisory committee meetings as needed; collaborative with the ASK IT Developer/Programmer in collaborative development of the ASK Platform.
- **ASK Web-based Platform IT Developer/Programmer** \$200,000
 - **Years 1 – 4:** No funds are plotted.
 - **Year 4:**
 - Late in Year 4, a provider will be selected through the Council's IFP or sole source justification process to build and/or populate the ASK web-based platform; translate content into a user-friendly format; collaborate with NADD and the ASK Personas and Journey Mapping Expert Content Developer; participate in Steering Committee meetings as needed.
 - **Year 5:** \$200,000
 - \$200,000 in funds will be used by the selected provider to build and/or populate the ASK web-based platform; translate content into a user-friendly format; collaborate with NADD and the ASK Personas and Journey Mapping Expert Content Developer; and participate in Steering Committee meetings as needed.

Grant Award Year	2022 & 2023	2024	2025	2026	Total
	10/1/2021 9/30/23-24	10/1/2023 9/30/2025	10/1/2024 9/30/2026	10/1/2025 9/30/2027	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	
1. Access to Services					
R&D for Statewide Access to Svcs Info System	374,974	250,000	200,000	200,000	1,824,974
ASK Personas & Journey Mapping Expert Content Dvlpr		200,000	200,000	200,000	600,000
ASK Web-based platform and training			-	200,000	200,000

2. Home & Community-Based Delivery Systems

\$5,266,627

• Best Practices in Case Management		\$1,024,839
○ Years 1 – 2:		\$199,839
■ \$199,839 in funds were used to hire Mathematica to develop competencies and pilot test the tool.		
○ Year 3:		\$324,000
■ \$324,000 in funds will be used to continue work that focuses on the implementation of the case management competency tool by conducting outreach to state-level program administrators (e.g., AHCA, APD, Early Steps, VR), develop a beta version of the tool for people with I/DD and caregivers, case management professionals to self-evaluate, and program administrators to identify training gaps.		
○ Year 4:		\$276,000
■ \$276,000 in funds will be used to continue work for the purposes of refining content and formatting the competency tool in response to feedback from users.		
○ Year 5:		\$225,000
■ \$225,000 in funds will be used to continue work based on recommended next steps.		
• Researching Provider Solutions		\$702,761
○ Year 1: No funds were expended.		
○ Years 2 – 3:		\$248,761
■ \$248,761 in funds were used to hire Mathematica to explore the issue of locating, funding, training, and retaining individuals to provide services and supports to individuals with I/DD and their families when there is no Medicaid Home- and Community-Based Waiver funding. It is expected this project will lead to solutions to the difficulty that individuals with I/DD and their families/caregivers have in accessing direct support workers to provide personal care, companion, and respite services. Research will be conducted to determine how significant the problem is in Florida and perform an environmental scan to learn how other states and service delivery systems address this need. A mixed-methods research project that uses surveys and either structured interviews or focus groups will be implemented to investigate the ways people on Consumer Directed Care + or without waiver funding fulfill their needs for services and support.		
○ Years 3 – 4:		\$202,000
■ \$202,000 in funds will be used to continue work for the purposes of educating consumers and families about strategies for recruiting and retaining direct care staff through the development of a manual and training to use the manual.		
○ Years 4 – 5:		\$252,000
■ \$252,000 in funds will be used to continue work for the purposes of testing specific and promising interventions discovered during State Plan Years 2 and 3.		
• Measuring Service Quality		\$990,857
○ Years 1 – 2: (No funds were expended in Year 1; Year 2, \$217,857)		\$217,857
■ \$217,857 in funds are being used by Mathematica to develop a tool(s) that can be used by both family members and individuals with intellectual and developmental disabilities who have significant behavioral challenges, to assist them in evaluating whether services and supports will meet their needs and help them achieve a high quality of life. The targeted settings for use include employment, adult day training, and residential. The tool(s) are being developed		

in a manner to also be used as a quality improvement measure by service providers to evaluate their services and supports over time.	
○ Year 3:	\$323,000
▪ \$323,000 in funds will be used to continue work that will pilot and revise the service quality tool(s) as necessary. Reliability testing of the instrument(s) will also take place.	
○ Year 4:	\$225,000
▪ \$225,000 in funds will be used to continue work that will focus on refining content and formatting the service quality tool in response to feedback from users.	
○ Year 5:	\$225,000
▪ \$225,000 in funds will be used for continuation of the project based on recommended next steps.	
● Behavior Therapist Shortage	\$1,095,425
○ Years 1 – 2: (\$195,425, 15 ½ month project)	\$195,425
▪ \$195,425 in funds was awarded to the University of Florida Board of Trustees (UF) to establish a collaborative task force/advisory committee; conduct a study that identifies and addresses unmet needs and recommends strategies for acquiring quality services through improved access to ABA therapists in all Florida counties.	
○ Year 3:	\$300,000
▪ \$300,000 in funds will be used for continuation of the project to create priorities and a strategic plan to increase the number and retention of available RBTs and to implement pilot training in addressing challenging behaviors for RBTs.	
○ Year 4:	\$300,000
▪ \$300,000 in funds will be used for continuation of the project with a focus on creating competency-based internships.	
○ Year 5:	\$300,000
▪ \$300,000 in funds will be used for continuation of the project based on Year 4 recommendations.	
● Dual Diagnosis – Targeted Disparity Initiative	\$852,785
○ Year 1:	\$75,000
▪ \$75,000 in funds were used to continue the current contract with the National Association for the Dually Diagnosed (NADD).	
○ Year 2:	\$149,951
▪ \$149,951 in funds are being used to continue the project with NADD to develop and provide training for school districts and community agencies and family members. Topics include: recognizing and effectively communicating and interacting with individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors, including autism, to include strategies for communicating verbally and through augmentative and alternative communication methods; the use of de-escalation strategies; behavior management techniques; and safe physical management considering physical limitations.	
○ Year 3:	\$173,010
▪ \$173,010 in funds will be used to continue work with NADD to develop and pilot training in crisis prevention, crisis intervention, and post-crisis strategies.	

- **Year 4:**
 - **\$229,824** in funds will be used to continue work with NADD to provide and evaluate training and work with state agencies to jointly plan and develop/provide services to the most complex individuals with co-occurring mental health and I/DD.
- **Year 5:**
 - **\$225,000** in funds will be used to continue work with NADD to develop and implement a family peer-support program to provide strategies on how families may support each other when their family member is in or has been in a crisis situation.
- **First Responder Training** **\$599,960**
 - **Year 1:** No funds were plotted or expended.
 - **Year 2:**
 - **\$149,990** in funds were used to hire the Florida Atlantic University Board of Trustees (FAU) to conduct a study on training among first responders and medical personnel interacting with individuals with a dual diagnosis; survey existing training in Florida; select and staff an advisory committee; develop training for first responders and medical personnel in dual diagnosis; pilot training in three areas of the state and revise as necessary; and expand training across the state and at the local level.
 - **Year 3:**
 - **\$149,990** in funds will be used to continue work with FAU to develop and provide train-the-trainer training for law enforcement and emergency medical supervisors, criminal justice system, 988, and/or mobile crisis units.
 - **Year 4:**
 - **\$149,990** in funds will be used to continue work with FAU to survey the needs of the criminal justice system, 988, and/or mobile crisis units to identify specialized training needed in dual diagnosis and develop training for those populations.
 - **Year 5:**
 - **\$149,990** in funds will be used to continue work with FAU to review and evaluate training for components of the criminal justice system, 988, and mobile crisis units in dual diagnosis.

Grant Award Year	2022 & 2023	2024	2025	2026	
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	
	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Goals:					

2. Home & Community Based Delivery System					
Best Practices in Case Management	199,839	324,000	276,000	225,000	5,266,627
Researching Provider Solutions	248,761		202,000	252,000	1,024,839
Measuring Service Quality	217,857	323,000	225,000	225,000	702,761
Behavior Therapist Shortage	195,425	300,000	300,000	300,000	990,857
Dual Diagnosis Study	224,951	173,010	229,824	225,000	1,095,425
First Responder Training	149,990	149,990	149,990	149,990	852,785
					599,960

3. Aging Caregivers **\$896,633**

- **Aging Generations' Expectations in Developmental Disabilities (AGEDD) Community of Practice (CoP)** **\$605,100**
 - **Year 1:**
 - **\$155,100** in funds were used to continue work with Margaret Lynn Duggar & Associates, Inc. to leverage the initial research and recommendations identified in the Aging Generations' Expectations in Developmental Disabilities (AGEDD) September 2021 report with a more targeted focus on building the participation in stakeholder groups and activities at the local, state, and federal level; identifying and engaging key members in 3 stakeholder groups; holding facilitated meetings and discussions; developing a strategic implementation plan, and developing initial training objectives.
 - **Year 2:**
 - **\$150,000** in funds are being used to continue work with Margaret Lynn Duggar & Associates, Inc. to focus on the initial 11 recommendations that emerged from the Aging Generations' Expectations in Developmental Disabilities (AGEDD) report and the subsequent development of an AGEDD 5-year draft strategic plan for Florida. This plan was based on input from nearly 100 stakeholders, nearly 30 community provider partnership dialogues, input from the Council's Aging Caregivers Task Force, AGEDD Provider Advisory Group, and studies of national models on aging and developmental disability.
 - **Years 3 – 5:**
 - **(\$300,000: Years 3, 4, and 5: \$100,000 annually)** in funds will be used to continue work with Margaret Lynn Duggar and Associates, Inc. to continue the AGEDD Provider Advisory Group, continue collaboration with the State Level Coalition, transition collaboration from individual counties of Communities of Practice to regional Communities of Practice and address identified technical assistance needs; and develop a quick reference document of resources for family members/caregivers of services available through the Aging/DD Network in their communities for each Community of Practice.
- **Researching Aging Caregiving Families (Strive to Thrive: Supporting Families Across the Aging and DD Networks)** **\$291,533**
 - **Year 1: No funds** were plotted or expended.
 - **Years 2 – 4: \$291,533 (\$139,633: Years 2 and 3; \$151,900 Years 3 and 4)**
 - **Years 2 and 3:**
 - **\$139,633** in funds will be used to acquire a sole source provider, The Board of Trustees at the University of Illinois at Chicago, to conduct a mixed

methods research study to identify the factors that allow families of aging individuals with I/DD and their family members/caregivers to thrive. Key elements will include conducting an environmental scan, creating assessment tools (i.e., surveys, focus group and interview protocols), and initiating a pilot of the assessment tools.

- **Years 3 and 4:** \$151,900
 - **\$151,900** in funds will be used to continue with The Board of Trustees at the University of Illinois at Chicago for continuation activities to include completion of the pilot and subsequent statewide implementation of the survey and focus groups with families of adults (age 21 years and older) with I/DD. This will include surveying aging family caregivers, as well as conducting four focus groups (at least 10 participants per focus group) with adults with I/DD and family members, with combined efforts reaching at least 300 statewide participants.
 - **Year 5: No funds** are plotted.
- **Aging Caregivers Collaborative Training Initiative**
 - **Years 1 – 5: No funds** were plotted.
 - **Year 5:**
 - Late in Year 5, a provider will be selected through the Council's IFP, bid, or sole source justification procurement to develop and pilot collaborative training materials for aging and DD constituents based on agreed upon needs and priorities vetted among key aging and DD constituents.

Grant Award Year	2022 & 2023	2024	2025	2026	Total
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	
3. AGING CAREGIVERS	-				896,633
Aging Caregivers Roadmap Initiative	305,100	100,000	100,000	100,000	605,100
Researching Aging Caregiving Families	139,633	151,900			291,533
Aging Caregivers Collaborative Training	-	-	-	-	-

- **Self-Advocacy Leadership** \$2,877,406
 - **Florida SAND** \$1,514,876
 - **Years 1 – 2: \$614,876 (Year 1: \$287,870, Year 2: \$327,006)** \$614,876
 - **\$614,876** in funds were used in Year 1 and are being used in Year 2 to continue engaging the current Florida SAND contract provider (Organizational Management Solutions (OMS) to collect data and report on self-advocates engagement in Florida SAND activities and their associated outcomes, to provide

training for new self-advocate leaders, titled Fellows, that builds their capacity to deliver training for other self-advocates, to facilitate trained leaders' ability to conduct training for other self-advocates regionally and/or state-wide; and to assist self-advocates with management of the Florida SAND 501©3 organization. The major focus for OMS has been to work toward developing 20 Fellows and have a more pro-active role in guiding/leading the Fellows who in turn are leading the self-advocates. Also, an "employment model" for Fellows to learn to run a not for profit has been developed and is being implemented.

○ Years 3 – 5: \$900,000 (\$300,000 anticipated annually)	\$900,000
▪ \$900,000 in funds will be used to continue engaging the current Florida SAND contract provider (OMS, Inc.) to collect data and report on self-advocates engagement in Florida SAND activities and their associated outcomes; to provide training for new self-advocate leaders, (Fellows), that builds their capacity to deliver training for other self-advocates, to facilitate trained leaders' ability to conduct training for other self-advocates regionally and/or state-wide, including a possible conference in Year 4; and to assist self-advocates with management of the Florida SAND 501©3 organization. The major focus for OMS will be to continue to develop 20 Fellows and have a more pro-active role in guiding/leading the Fellows who in turn will lead the self-advocates. An "employment model" for Fellows to learn to run a not for profit will continue to be implemented. Part of refining this model will include sustainability planning, both respective of Florida SAND, as an organization, and the Fellows Leadership Program.	
● Partners in Policymaking (PIP) Coordinator	\$295,000
○ Years 1 – 2: \$100,000 (\$50,000 anticipated annually)	\$100,000
▪ \$100,000 in funds will be used to continue engaging the current PIP Coordinator to plan, coordinate, deliver, and evaluate all facets of each annual PIP class, and to conduct follow-up activities with Alumni.	
○ Years 3 – 5: \$195,000 (\$65,000 anticipated annually)	\$195,000
▪ \$195,000 in funds will be used to continue engaging the current PIP Coordinator to plan, coordinate, deliver, and evaluate all facets of each annual PIP class, and to conduct follow-up activities with Alumni.	
● Partners in Policymaking (PIP) Travel/Supports	\$642,814
○ Years 1 – 2:	\$192,814
▪ \$192,814 in funds were and will be used to support travel and associated support needs for individuals with intellectual and developmental disabilities and their families to participate in the annual PIP training.	
○ Years 3 – 5: \$450,000 (\$150,000 anticipated annually)	\$450,000
▪ \$450,000 in funds will be used to support travel and associated support needs for individuals with intellectual and developmental disabilities and their families to participate in the annual PIP training.	
● Partners in Policymaking (PIP) Curriculum Strand	\$374,716
○ Year 1: No funds were plotted or expended.	
○ Years 2 – 3: \$224,716 (\$224,716 – 5 months, Year 2; and 12 months, Year 3)	\$224,716

- **\$224,716** in funds were used to select a provider, ASAN, through the Council's bid process, to develop, pilot, and integrate a curriculum strand into the existing PIP training that will engage 10 diverse individuals with intellectual and developmental disabilities.
 - **Years 4 – 5: \$150,000 – 18 month project** \$150,000
 - **\$150,000** in funds will be used to add graphics and develop videos that will move the curriculum and associated materials from Easy Read text into polished Easy Read format. develop a Train-the-Trainer Leader Guide.
 - Planning will begin late in Year 5 for developing a Train-the-Trainer Leader Guide and implementation of a curriculum pilot with ten (10) people with cognitive disabilities, requiring supports based on moderate-to-severe functional levels, at a Grade 2 to 3 reading level or below, to be implemented during Years 1 and 2 of the next state plan.
- **PIP Regional Graduate Coalition** \$50,000
 - **Year 1: No funds** were plotted.
 - **Year 2:** \$50,000
 - **\$50,000** in funds will be used to support travel and associated support needs for individuals with intellectual and developmental disabilities participating in the PIP Regional Graduate Coalition.
 - **Years 3 – 5: No funds** are plotted.

Grant Award Year	2022 & 2023	2024	2025	2026	
Goals:	10/1/2021 9/30/23-24	10/1/2023 9/30/2025	10/1/2024 9/30/2026	10/1/2025 9/30/2027	
	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
4. SELF ADVOCACY LEADERSHIP					
Florida SAND	614,876	300,000	300,000	300,000	1,514,876
Partners in Policymaking Coordinator	100,000	65,000	65,000	65,000	295,000
Partners in Policymaking Travel/Supports	192,814	150,000	150,000	150,000	642,814
Partners in Policymaking Curriculum Strand & Travel	224,716	150,000	-	-	374,716
PIP Regional Graduate Coalition	50,000				50,000

- **Years 1 – 2: \$2,370,529**
- **Emerging Needs Years 3 – 5: (\$63,112 In Year 3, \$65,745 in Year 4, and \$64,391 in Year 5)** \$193,248
 - **Years 3 – 5: \$193,248** in funds will be used to assess emerging or emergency needs and engage a provider, if needed, to address such needs in a timely manner.

Grant Award Year	2022 & 2023	2024	2025	2026	
Goals:	10/1/2021 9/30/23-24	10/1/2023 9/30/2025	10/1/2024 9/30/2026	10/1/2025 9/30/2027	
	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total

5. Broad Systems Change/Emerging Needs	-	63,112	65,745	64,391	2,563,777
Programmatic Reserve (1.5%)	25,000				193,248
Employ Me 1st	125,107	60,762			25,000
Postsecondary Models Project					185,869
Improving Postsecondary Goals - Targeted Disparity	62,162				62,162
National Project SEARCH Training & TA	82,250				82,250
National Project SEARCH Research	155,561				155,561
Project SEARCH Adult Model	946,961		89,875		1,036,836
Black ASD(\$200,000 advance)	265,640				265,640
Advocacy Summit	197,853				197,853
Collier Area Transportation Voucher Project (TVP)	47,515				47,515
Pinellas Suncoast TVP	100,000				100,000
Treasure Coast TVP	37,198				37,198
Employment 1st Collaborative Training	9,833				9,833
FYI Transition Website	95,612				95,612
Aging Caregivers	69,200				69,200
Subtotal - GOALS	5,458,828	2,654,208	2,660,000	2,656,381	13,429,417

Advocacy/Communications					\$1,297,848
• Years 1 – 2: \$358,437					\$358,437
• Years 3 – 5: \$939,411 (\$315,792 in Year 3, \$310,000 in Year 4, and \$313,619 in Year 5)					\$939,411
○ \$939,411 in funds will be used for Spanish translation, easy read, outreach/communication through public relations firm, and legislative education, as needed, in the work conducted through all five priority areas.					

Grant Award Year	2022 & 2023	2024	2025	2026	
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Advocacy & Communications					
State Plan Goal Related	154,530	170,000	170,000	170,000	664,530
Public Policy	16,287	40,000	40,000	40,000	136,287
Communications	187,620	105,792	100,000	103,619	497,031
Subtotal - ADVOCACY & COMMUNICATIONS	358,437	315,792	310,000	313,619	1,297,848

Other					\$173,952
• Years 1 – 2: \$113,952					\$113,952
• Years 3 – 5: \$60,000 (\$20,000 in Year 3, \$20,000 in Year 4, and \$20,000 in Year 5)					\$60,000
○ \$60,000 in funds will be used for any travel for state plan Task Force activities and management of the state plan outcomes data system used by Providers to collect and report on performance measures.					

Grant Award Year	2022 & 2023	2024	2025	2026	Total
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	
Other					
Task Force Travel/Misc	2,419	5,000	5,000	5,000	17,419
Program Evaluation (Performance Measures Data System)	30,000	15,000	15,000	15,000	75,000
Consultant - Project Evaluation	81,533	-	-	-	81,533
OTHER					
Subtotal - OTHER	113,952	20,000	20,000	20,000	173,952

GRAND TOTAL

Grant Award Year	2022 & 2023	2024	2025	2026	Total
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	
Grand Total	5,931,217	2,990,000	2,990,000	2,990,000	14,901,217
Program Funds	5,931,217	2,990,000	2,990,000	2,990,000	14,901,217
Difference	-	-	-	-	-
Total funds	5,931,217	2,990,000	2,990,000	2,990,000	14,901,217
Assumptions:					
Program funding is \$2,990,000 for 2024, 2025, & 2026					
Extension for 2022 funds granted - spend by 9/30/24					

*This budget is based on estimated program funds in the amount of \$2,990,000 for Years 3, 4, and 5, and contingent upon the Administration on Community Living providing an extension for 2022 funds to be used through September 30, 2024.

Grant Award Year	2022 & 2023		2024	2025	2026	
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	10/1/2026	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	9/30/2028	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total	
1. Access to Services						
R&D for Statewide Access to Svcs Info System	374,974	250,000	200,000	200,000	1,824,974	1,024,974
ASK Personas & Journey Mapping Expert Content Dvlpr		200,000	200,000	200,000		600,000
ASK Web-based platform and training			-	200,000		200,000
2. Home & Community Based Delivery System					5,266,627	
Best Practices in Case Management	199,839	324,000	276,000	225,000	1,024,839	
Researching Provider Solutions	248,761		202,000	252,000	702,761	
Measuring Service Quality	217,857	323,000	225,000	225,000	990,857	
Behavior Therapist Shortage	195,425	300,000	300,000	300,000	1,095,425	
Dual Diagnosis Targeted Disparity	224,951	173,010	229,824	225,000	852,785	
First Responder Training	149,990	149,990	149,990	149,990	599,960	
3. AGING CAREGIVERS	-				896,633	
Aging Caregivers Roadmap Initiative	305,100	100,000	100,000	100,000	605,100	
Researching Aging Caregiving Families	139,633	45,334	106,566		291,533	
Aging Caregivers Collaborative Training	-	-	-	-	-	
4. SELF ADVOCACY LEADERSHIP	-				2,877,406	
Florida SAND	614,876	300,000	300,000	300,000	1,514,876	
Partners in Policymaking Coordinator	100,000	65,000	65,000	65,000	295,000	
Partners in Policymaking Travel/Supports	192,814	150,000	150,000	150,000	642,814	
Partners in Policymaking Curriculum Strand & Travel	224,716	150,000	-	-	374,716	
PIP Regional Graduate Coalition	50,000				50,000	
5. Broad Systems Change/Emerging Needs	-				2,563,777	
Programmatic Reserve (1.5%)		63,112	65,745	64,391	193,248	
Employ Me 1st	25,000				25,000	
Postsecondary Models Project	125,107	60,762			185,869	
Improving Postsecondary Goals - Targeted Disparity	62,162				62,162	
National Project SEARCH Training & TA	82,250				82,250	
National Project SEARCH Research	155,561				155,561	
Project SEARCH Adult Model	946,961		89,875		1,036,836	
Black ASD(\$200,000 advance)	265,640				265,640	
Advocacy Summit	197,853				197,853	
Collier Area Transportation Voucher Project (TVP)	47,515				47,515	
Pinellas Suncoast TVP	100,000				100,000	
Treasure Coast TVP	37,198				37,198	
Employment 1st Collaborative Training	9,833				9,833	
FYI Transition Website	95,612				95,612	
Aging Caregivers	69,200				69,200	
Subtotal - GOALS	5,458,828	2,654,208	2,660,000	2,656,381	13,429,417	
Advocacy & Communications					-	
State Plan Goal Related	154,530	170,000	170,000	170,000	664,530	
Public Policy	16,287	40,000	40,000	40,000	136,287	

Budget Projection Aligned with State Plan Years 1 through 5 as of 4.26.2023

Grant Award Year	2022 & 2023		2024	2025	2026	
	10/1/2021	10/1/2023	10/1/2024	10/1/2025	10/1/2026	
	9/30/23-24	9/30/2025	9/30/2026	9/30/2027	9/30/2028	
Goals:	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total	
Communications	187,620	105,792	100,000	103,619	497,031	
Subtotal - ADVOCACY & COMMUNICATIONS	358,437	315,792	310,000	313,619	1,297,848	
Total	5,817,265	2,970,000	2,970,000	2,970,000	14,727,265	
Other						
Task Force Travel/Misc	2,419	5,000	5,000	5,000	17,419	
Program Evaluation (Performance Measures Data System)	30,000	15,000	15,000	15,000	75,000	
Consultant - Project Evaluation	81,533	-	-	-	81,533	
OTHER						
Subtotal - OTHER	113,952	20,000	20,000	20,000	173,952	
Grand Total	5,931,217	2,990,000	2,990,000	2,990,000	14,901,217	
Program Funds	5,931,217	2,990,000	2,990,000	2,990,000	14,901,217	
Difference	-	-	-	-	-	
Total funds	5,931,217	2,990,000	2,990,000	2,990,000	14,901,217	
Assumptions:						
Program funding is \$2,990,000 for 2024, 2025, & 2026						
Extension for 2022 funds granted - spend by 9/30/24						



FINANCE COMMITTEE MEETING

Thursday, May 18, 2023

Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, Florida 32809
(407) 859-1500

OUR MISSION

"To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities".

11:00 a.m.	Call to Order Welcome & Roll Call	<i>Dennis Hart, Chair</i>
11:05 a.m. – 11:10 a.m.	Approval of Minutes (A) Minutes for 1/26/23**	<i>Dennis Hart, Chair</i>
11:10 a.m. – 11:20 a.m.	Review/Discussion of Financials & Program Reserve (B) Administrative Budget/Actual 10/1/22-3/31/23 (C) Program Reserve	<i>Dennis Hart, Chair & Lisa Taylor, CFO</i>
11:20 a.m. – 11:25 a.m.	Update on Grant Awards	<i>Dennis Hart, Chair</i>
11:25 a.m. – 11:30 a.m.	Public Comment	<i>Dennis Hart, Chair</i>
11:30 a.m.	Meeting Adjourned	<i>Dennis Hart, Chair</i>

**** Items that require vote**

**Finance Committee
Meeting Minutes
Thursday, January 26, 2023**

Members Present:	Jack Kosik, Finance Chair, Sarah Goldman, and Cherie Hall
Members Absent:	Dennis Hart and Kali Wilson
Other Council Members Present:	Kevin Johnson, Chair, Conney Dahn, Elly Hagen, Eddie Hall, Yolanda Herrera, Lisa Miller, Elizabeth Perkins, Frank Shalett, and Jean Sherman
Guests Present:	Dana Powell, CPA and James Dilworth, CPA from Law Redd, Crona & Munroe, CPAs, Jennifer Duggar, Joaquin Fermoselle, Angela Roland, and Johana Valdivieso
Staff Present:	Lisa Taylor, Valerie Breen, Margaret Hooper, Sheila Gritz-Swift, Sue Kabot, Vanda Jenkins, Christina DeMeo, Jan Pearce, and Kristin Vandagriff

Jack Kosik served as Chair in Dennis Hart's absence. Meeting was called to order by Chair Kosik at 12:07 p.m. and quorum was established.

I. Approval of Meeting Minutes

Action Taken: Goldman made a motion to accept the minutes of 9/22/22 as presented. Kosik seconded. Motion passed unanimously.

II. Approval of Audited Financial Statements for the fiscal year ending 9/30/22

Kosik asked Dana Powell, CPA and James Dilworth, CPA with Law Redd, Crona, & Munroe, P.A. to present the audited financial statements for the year ending 9/30/22. FDDC received an 'unmodified opinion' on the financial statements. This is the highest level that can be achieved. There were no audit findings.

Action Taken: Goldman made a motion to accept the audit report for the fiscal year ending 9/30/22 as presented. Kosik seconded. Motion passed unanimously.

III. Financials 10/01/22 through 11/30/22 Administration Budget/Actual

Kosik presented on the budget to actual expenditures for the two-month period ending 11/30/22. This two-month period represents 16% of the budget with actual expenditures at approximately 11%. Kosik highlighted multiple line items noting line-item expenditures which are typically paid annually as opposed to monthly. Expenses appear to be in line with what we would expect for this period.

IV. Program Reserve Update

Taylor provided an update on the estimated balance of Program Reserve funds. These funds are used, with approval, primarily to enhance contract amounts or address emerging needs. The estimated available balance as of 1/08/23 is \$726,780.

V. Public Comment

Kosik asked if there was any public comment. There was none.

Kosik adjourned the meeting at 12:35 p.m.

Profit & Loss Budget vs. Actual with Administration Programmatic Breakdown
 Cumulative Expenditures 10/01/22 through 3/31/23

				A	=	B	+	C
				Administration Annual Budget	Expenditures Mar-23	(Under) Budget \$ Over Budget	Allocation	
							Administration	Programs
I did not count the flyers but the stack is small,								
2023 Administrative								
	23 Computer Expenses	52,000.00	27,712.38	(24,287.62)			12,856.00	14,856.38
	23 Dues	25,000.00	176.25	(24,823.75)			81.00	95.25
	23 Education/Training	7,000.00	2,374.00	(4,626.00)			1,168.00	1,206.00
	23 Insurance-General	13,857.00		(13,857.00)				0.00
	23 Office Supplies & Expense							
	23 Bank Charges	2,100.00	1,142.76	(957.24)			552.00	590.76
	23 Office Supplies & Expense - Other	13,020.00	3,674.48	(9,345.52)			1,802.00	1,872.48
	Total 23 Office Supplies & Expense	15,120.00	4,817.24	(10,302.76)			2,354.00	2,463.24
	23 Payroll							
	23 Benefits							
	23 STD, LTD and Life	13,000.00	7,961.71	(5,038.29)			4,093.00	3,868.71
	23 Health Insurance	102,000.00	31,193.02	(70,806.98)			14,923.00	16,270.02
	23 Dental Insurance	5,050.00	2,084.42	(2,965.58)			1,008.00	1,076.42
	23 AFLAC	16,640.00	6,754.01	(9,885.99)			3,306.00	3,448.01
	23 Retirement							
	23 Retirement Administration	6,500.00	4,249.00	(2,251.00)			2,044.00	2,205.00
	23 Retirement Contributions	66,069.00	17,679.11	(48,389.89)			8,546.00	9,133.11
	Total 23 Retirement	72,569.00	21,928.11	(50,640.89)			10,590.00	11,338.11
	Total 23 Benefits	209,259.00	69,921.27	(139,337.73)			33,920.00	36,001.27
	23 Workers Comp Insurance	4,558.00		(4,558.00)				0.00
	23 Payroll Taxes	94,517.00	40,494.81	(54,022.19)			19,546.00	20,948.81
	23 Employee Gross	1,178,000.00	525,186.69	(652,813.31)			253,194.00	271,992.69
	23 Payroll Processing Fee	2,200.00	828.25	(1,371.75)			407.00	421.25
	Total 23 Payroll	1,488,534.00	636,431.02	(852,102.98)			307,067.00	329,364.02
	23 Professional Fees							
	23 Contract	50,000.00		(50,000.00)				0.00
	23 Legal Fees	11,000.00	9,062.87	(1,937.13)			4,163.00	4,899.87
	23 HR Consultant	16,000.00	8,147.75	(7,852.25)			6,518.00	1,629.75
	23 Audit & 990	22,000.00	18,210.00	(3,790.00)			6,540.00	11,670.00
	Total 23 Professional Fees	99,000.00	35,420.62	(63,579.38)			17,221.00	18,199.62
	23 Postage	7,000.00	1,070.59	(5,929.41)			520.00	550.59
	23 Rent							
	23 Equipment Rental	6,000.00	1,378.02	(4,621.98)			472.00	906.02
	23 Building Rent	138,973.00	68,992.08	(69,980.92)			33,200.00	35,792.08
	Total 23 Rent	144,973.00	70,370.10	(74,602.90)			33,672.00	36,698.10
	23 Telephone	6,900.00	2,777.53	(4,122.47)			1,343.00	1,434.53
	23 Travel Council							
	23 TVL/C DD Council Mtg	112,000.00	26,247.61	(85,752.39)			12,688.00	13,559.61
	23 Travel Council Other	3,500.00		(3,500.00)				0.00
	Total 23 Travel Council	115,500.00	26,247.61	(89,252.39)			12,688.00	13,559.61
	23 Travel Staff							
	23 TVL/S DD Council Mtg	6,000.00	5,568.73	(431.27)			2,577.00	2,991.73
	23 Travel Staff - Other	5,500.00	7,557.34	2,057.34			3,384.00	4,173.34
	Total 23 Travel Staff	11,500.00	13,126.07	1,626.07			5,961.00	7,165.07
	23 Employee Morale	1,500.00	79.89	(1,420.11)			40.00	39.89
	23 Board Development	12,000.00	0.00	(12,000.00)			0.00	0.00
	Total 2023 Administrative	1,999,884.00	820,603.30	(1,179,280.70)			394,971.00	425,632.30
	Total Award	4,425,812.00					8.92%	9.62%

Programmatic Reserve - as of 1/08/2023				\$726,780
Projects funded:				
Black ASD - funds added to contract				
				(10,240)
Measuring Service Quality - funds added to contract				(17,950)
Researching Aging Caregiving Families				(139,633)
PIP Regional Graduate Coalition			(50,000)	(217,823)
Subtotal				508,957
Increase in 2023 Grant Award (Final Grant award received 2/21/2023)				
Shift of Administration funds from 2023 to 2022				
Administration - Computers and Software				(550,000) **
				(11,500)
Unspent Funds				0
Adjustment of Prior Estimates				
Subtotal				(343,165)
Program Reserve Available at 3/31/2023				
Estimated Program Reserve for 2023 - 2026				\$165,792
Estimated Grand Total Program Reserve				989,186
				\$1,154,978
*The increase in the grant award amount will increase 2023 reserve funds by \$218,355.				
**This shift will increase 2023 reserve funds by \$550,000 and decrease 2022 reserve funds by \$550,000.				

Programmatic Reserve - as of 11/02/2022			\$686,191
Projects funded:			
Project SEARCH Adult Model - Approved Exec Comm - 11/15/22		(17,508)	
Post Secondary Models - Approved Exec Comm - 11/15/22		(125,000)	(142,508)
Subtotal			543,683
Increase in 2022 Grant Award (9/06/22)			30,798
Unspent Funds			
Black ASD ID Research Expansion Project	41,012		
Improv Postsecond Outcomes-Targeted Disparity-YR4	6,513		
Easy Read	40,550		
Aging Caregivers Roadmap Initiative	800		
P/R Digital Communication/Outreach	61,134		150,009
Adjustment of Prior Estimates			
Adjustment of Admin for legal fees reclassified		(3,275)	
Adjustment of Communication & Advocacy	5,564		2,290
Subtotal			183,097
Program Reserve Available at 1/08/23			\$726,780
Estimated Program Reserve for 2023 - 2026			439,186
Estimated Grand Total Program Reserve			\$1,165,966

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

EXECUTIVE COMMITTEE MEETING

Thursday May 18, 2023

11:30 a.m.-1:00 p.m.

OUR MISSION

"To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities."

11:30 a.m.	Meeting Called to Order	<i>Kevin Johnson, Chair</i>
11:35 a.m.	Approval of 03/30/23 Minutes ** (A) <i>03/30/23 minutes</i>	<i>Kevin Johnson, Chair</i>
11:35 a.m.-12:35 p.m.	Review/Discussion of Employee Policies (B) <i>Level 2 Background Screening</i> <i>Disqualifying events</i> (C) <i>Level 2 Background Screening Policy</i> (D) <i>Revised Level 2 Background Screening Policy</i> (E) <i>Affidavit of Continued Compliance</i> (F) <i>Memo to Executive Committee</i> (G) <i>Employee Handbook with highlighted sections</i> <i>For review</i>	<i>Kevin Johnson, Chair</i> <i>Sue Kabot, Interim Ex. Dir.</i>
12:35 p.m.-12:50 p.m.	Update on Approach for Level 2 Background Screenings with Contracts	<i>Sue Kabot, Interim Ex. Dir.</i>
12:50 p.m.	Public Input	
1:00 p.m.	Adjourn	

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

**EXECUTIVE COMMITTEE
MINUTES
Thursday March 30, 2023
5:30 p.m.
Via ZOOM**

PRESENT: Kevin Johnson, Sarah Goldman, Elly Hagen, Lisa Miller, and Jack Kosik

ABSENT: Dennis Hart, Eddie Hall

STAFF: Valerie Breen, Executive Director

The meeting was called to order at 5:32 p.m. by Chair Johnson.

I. Level 2 Background Screening with FDDC Employees

Johnson updated the committee members regarding a recent incident within the organization that resulted in an investigation and eventual termination of an employee. The incident raised the question of needing a more robust policy regarding hiring and Level 2 background screenings.

Action Taken: Staff were assigned the responsibility to provide an Executive Committee packet of information together for the May Council meeting that includes:

- Disqualifying events noted in Level 2 background screenings.
- Current Background screening policy in place for current employees.
- Revised background screening policy for employees who are currently employed that will address:
 - Regularity of background screenings with existing employees
 - Reporting of events that occur while employed.
- Process for potential new hires related to background screenings.

In addition, the committee requested to review the Council's policies related to contracts and hiring, conflict of interest, grievances, conducting an exit interview, training regarding medical leave, disability accommodations, particularly are employees trained in how to approach accommodation requests for disabilities and confidentiality. Staff will provide to the Committee the Employee Handbook and highlight related policies/guidance.

The meeting was adjourned by Johnson at 6:10 p.m.

435.04 Level 2 screening standards.—

(1)(a) All employees required by law to be screened pursuant to this section must undergo security background investigations as a condition of employment and continued employment which includes, but need not be limited to, fingerprinting for statewide criminal history records checks through the Department of Law Enforcement, and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

(b) Fingerprints submitted pursuant to this section on or after July 1, 2012, must be submitted electronically to the Department of Law Enforcement.

(c) An agency may contract with one or more vendors to perform all or part of the electronic fingerprinting pursuant to this section. Such contracts must ensure that the owners and personnel of the vendor performing the electronic fingerprinting are qualified and will ensure the integrity and security of all personal information.

(d) An agency may require by rule that fingerprints submitted pursuant to this section must be submitted electronically to the Department of Law Enforcement on a date earlier than July 1, 2012.

(e) Vendors who submit fingerprints on behalf of employers must:

1. Meet the requirements of s. 943.053; and
2. Have the ability to communicate electronically with the state agency accepting screening results from the Department of Law Enforcement and provide the applicant's full first name, middle initial, and last name; social security number or individual taxpayer identification number; date of birth; mailing address; sex; and race.

(2) The security background investigations under this section must ensure that no persons subject to the provisions of this section have been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of state law or similar law of another jurisdiction:

(a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.

(b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.

(c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.

- (d) Section 777.04, relating to attempts, solicitation, and conspiracy to commit an offense listed in this subsection.
- (e) Section 782.04, relating to murder.
- (f) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
- (g) Section 782.071, relating to vehicular homicide.
- (h) Section 782.09, relating to killing of an unborn child by injury to the mother.
- (i) Chapter 784, relating to assault, battery, and culpable negligence, if the offense was a felony.
- (j) Section 784.011, relating to assault, if the victim of the offense was a minor.
- (k) Section 784.03, relating to battery, if the victim of the offense was a minor.
- (l) Section 787.01, relating to kidnapping.
- (m) Section 787.02, relating to false imprisonment.
- (n) Section 787.025, relating to luring or enticing a child.
- (o) Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings.
- (p) Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person.
- (q) Section 790.115(1), relating to exhibiting firearms or weapons within 1,000 feet of a school.
- (r) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon on school property.
- (s) Section 794.011, relating to sexual battery.
- (t) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.
- (u) Section 794.05, relating to unlawful sexual activity with certain minors.
- (v) Chapter 796, relating to prostitution.
- (w) Section 798.02, relating to lewd and lascivious behavior.
- (x) Chapter 800, relating to lewdness and indecent exposure.
- (y) Section 806.01, relating to arson.
- (z) Section 810.02, relating to burglary.
- (aa) Section 810.14, relating to voyeurism, if the offense is a felony.
- (bb) Section 810.145, relating to video voyeurism, if the offense is a felony.
- (cc) Chapter 812, relating to theft, robbery, and related crimes, if the offense is a felony.
- (dd) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (ee) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.

- (ff) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- (gg) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- (hh) Section 826.04, relating to incest.
- (ii) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- (jj) Section 827.04, relating to contributing to the delinquency or dependency of a child.
- (kk) Former s. 827.05, relating to negligent treatment of children.
- (ll) Section 827.071, relating to sexual performance by a child.
- (mm) Section 843.01, relating to resisting arrest with violence.
- (nn) Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.
- (oo) Section 843.12, relating to aiding in an escape.
- (pp) Section 843.13, relating to aiding in the escape of juvenile inmates in correctional institutions.
- (qq) Chapter 847, relating to obscene literature.
- (rr) Section 874.05, relating to encouraging or recruiting another to join a criminal gang.
- (ss) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
- (tt) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- (uu) Section 944.35(3), relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.
- (vv) Section 944.40, relating to escape.
- (ww) Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.
- (xx) Section 944.47, relating to introduction of contraband into a correctional facility.
- (yy) Section 985.701, relating to sexual misconduct in juvenile justice programs.
- (zz) Section 985.711, relating to contraband introduced into detention facilities.

(3) The security background investigations under this section must ensure that no person subject to this section has been arrested for and is awaiting final disposition of, been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in s. 741.28, whether such act was committed in this state or in another jurisdiction.

(4) For the purpose of screening applicability to participate in the Medicaid program, the security background investigations under this section must ensure that a person subject to screening under this section has not been arrested for and is not awaiting final disposition of; has

not been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to; and has not been adjudicated delinquent and the record sealed or expunged for, any of the following offenses:

- (a) Violation of a federal law or a law in any state which creates a criminal offense relating to:
 - 1. The delivery of any goods or services under Medicaid or Medicare or any other public or private health care or health insurance program, including the performance of management or administrative services relating to the delivery of goods or services under any such program;
 - 2. Neglect or abuse of a patient in connection with the delivery of any health care good or service;
 - 3. Unlawful manufacture, distribution, prescription, or dispensing of a controlled substance;
 - 4. Fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct;
 - 5. Moral turpitude, if punishable by imprisonment of a year or more; or
 - 6. Interference with or obstruction of an investigation into any criminal offense identified in this subsection.

- (b) Violation of the following state laws or laws of another jurisdiction:

- 1. Section 817.569, criminal use of a public record or information contained in a public record;
 - 2. Section 838.016, unlawful compensation or reward for official behavior;
 - 3. Section 838.021, corruption by threat against a public servant;
 - 4. Section 838.022, official misconduct;
 - 5. Section 838.22, bid tampering;
 - 6. Section 839.13, falsifying records; or
 - 7. Section 839.26, misuse of confidential information.

- (c) Violation of a federal or state law, rule, or regulation governing the Florida Medicaid program or any other state Medicaid program, the Medicare program, or any other publicly funded federal or state health care or health insurance program.

History.—s. 47, ch. 95-228; s. 16, ch. 96-268; s. 22, ch. 96-322; s. 4, ch. 98-417; s. 5, ch. 99-284; s. 88, ch. 2000-153; s. 7, ch. 2001-125; s. 5, ch. 2004-267; s. 4, ch. 2005-119; s. 111, ch. 2006-120; s. 90, ch. 2006-197; s. 110, ch. 2007-5; s. 3, ch. 2007-112; s. 66, ch. 2009-223; s. 6, ch. 2010-31; s. 38, ch. 2010-114; s. 10, ch. 2012-73; s. 4, ch. 2013-80; s. 6, ch. 2014-84; s. 4, ch. 2014-194; s. 3, ch. 2016-162; s. 19, ch. 2017-37; s. 89, ch. 2018-24.

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0435/Sections/0435.04.html



Background Screening Policy

As a condition of employment and continued employment, all employees shall undergo security background investigations, referred to as Level 2 screenings. Level 2 screenings will be conducted by a third party and include fingerprinting, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and Federal criminal records checks through the Federal Bureau of Investigation.

Reports are kept confidential and are only viewed by individuals designated by the Executive Director.

Florida Developmental Disabilities Council reserves the right to conduct additional background checks as needed as part of a periodic review.

If any employee is found to have falsified any information in the screening process, the employee may be immediately terminated.

Adopted May 4, 2017



Background Screening Policy

As a condition of employment and continued employment, all employees shall undergo security background investigations, referred to as Level 2 screenings. Level 2 screenings will be conducted by a third party and include fingerprinting, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and Federal criminal records checks through the Federal Bureau of Investigation. Reports are kept confidential and are only viewed by individuals designated by the Executive Director. Florida Developmental Disabilities Council (**FDDC**) reserves the right to conduct additional background checks as needed as part of a periodic review. If any employee is found to have falsified any information in the screening process, the employee may be immediately terminated.

FDDC's annual Attestation of Continued Compliance form must be completed by each employee on an annual basis as part of their annual performance review. Every 3 years FDDC will conduct Level 2 background screenings of all employees. Employees are required to report any disqualifying event, which may occur during their employment, to the Executive Director and/or their designee.

Adopted 5/4/2017

Revised 4/15/2023.

ATTESTATION OF CONTINUED COMPLIANCE

I, _____ am an employee of Florida Developmental Disabilities Council, do affirm and attest under penalty of perjury that I have not been arrested or a there has been a determination of guilt which is the result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, or if the defendant was a minor, a finding that the defendant committed or pled guilty or nolo contendere to committing a delinquent act, regardless of whether adjudication of delinquency is withheld or the record has been sealed or expunged.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at Florida Developmental Disabilities Council in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest or any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within three (3) business days of such arrest or charge. Failure to do so could be grounds for termination.

I understand, under penalty of perjury, all employees in such positions of trust of responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

Signature: _____ Date: _____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed on Attachment "A". I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.)

Signature: _____ Date: _____

In Witness Where of, Employee has attested to Good Moral Character on this date _____.

Signature of Executive Director: _____

ATTACHMENT "A"

DISQUALIFYING OFFNSES

Relating to:

Section 393.135 sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593 sexual misconduct with certain mental health patients and reporting of such misconduct
Section 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 777.04 attempts, solicitation, and conspiracy
Section 782.04 murder
Section 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071 vehicular homicide
Section 782.09 killing an unborn child by injury to the mother
Chapter 784 assault, battery, and culpable negligence, if the offense was a felony
Section 784.011 assault, if the victim of offense was a minor
Section 784.03 battery, if the victim of offense was a minor
Section 787.01 kidnapping
Section 787.02 false imprisonment
Section 787.025 luring or enticing a child
Section 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2)(b) possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011 sexual battery
Section 794.041 prohibited acts of persons in familial or custodial authority
Section 794.05 unlawful sexual activity with certain minors
Chapter 796 prostitution
Section 798.02 lewd and lascivious behavior
Chapter 800 lewdness and indecent exposure
Section 806.01 arson
Section 810.02 burglary
Section 810.14 voyeurism, if the offense is a felony
Section 810.145 video voyeurism, if the offense is a felony
Chapter 812 theft and/or robbery and related crimes, if a felony offense
Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04 incest
Section 827.03 child abuse, aggravated child abuse, or neglect of a child
Section 827.04 contributing to the delinquency or dependency of a child
Section 827.05 negligent treatment of children
Section 827.071 sexual performance by a child
Section 843.01 resisting arrest with violence
Section 843.025 depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12 aiding in an escape
Section 843.13 aiding in the escape of juvenile inmates in correctional institution
Chapter 847 obscene literature
Section 874.05 encouraging or recruiting another to join a criminal gang
Chapter 893 drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075 sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3) inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40 escape
Section 944.46 harboring, concealing, or aiding an escaped prisoner

Section 944.47 introduction of contraband into a correctional facility
Section 985.701 sexual misconduct in juvenile justice programs
Section 985.711 contraband introduced into detention facilities

MEMORANDUM

TO: Executive Committee Members

FROM: Valerie E. Breen, Executive Director

RE: Policies/Employee Handbook

DATE: May 18, 2023

As part of the minutes from our Thursday March 30, 2023, members asked for information related to policies for Council employees. We are providing you with the most up to date Employee Handbook for your review/reference.

A comprehensive re-write of the Council's Employee Handbook was conducted with staff and the Council's human resource consultant Penny Morey, RemarkAble HR, Inc., and adopted by the Executive Committee and Council in May of 2020. Since that time, secondary to emerging issues related to COVID, staff worked with our HR firm to update the handbook to address teleworking practices. Any updates to the handbook are provided to all FDDC employees with a required signature page that they have received the updated information. Staff review the manual annually with our HR firm and attorney to ensure that we are compliant with any changes in laws and/or labor practices.

A virtual monthly mandatory all staff meeting is used as the vehicle for information sharing and training. As the FDDC workforce has changed to more of a hybrid model post pandemic we will review specific training that may be required for FDDC employees for 2023 and annually.

EEO/ANTI-HARASSMENT POLICY

The FDDC is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the FDDC expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. **Please see the complete EEO/Anti-Harassment Policy in the Appendix of this Handbook.**

AMERICANS WITH DISABILITIES ACT AND AMENDMENT ACT

The FDDC complies with all requirements of the ADA and ADAAA by providing reasonable accommodation for the known physical or mental limitations of qualified employment applicants or employees with disabilities unless the accommodation would impose an undue hardship on the operation of the Organization.

The need for reasonable accommodation and undue hardship will be determined on a case-by-case basis, according to the abilities of the employee.

Job descriptions are developed with the needs of persons with disabilities in mind. Job functions and qualifications are set at the minimal levels necessary to adequately perform each job.

EMPLOYMENT POLICIES

EMPLOYMENT-AT-WILL

No policy or provision in this Handbook is intended to create a contract binding the employee or employer to any agreement of employment for a specific period. A worker's employment can be terminated by either the employee or the Organization at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Executive Director can authorize or sign an employment agreement contrary to these terms or otherwise make any binding offer of employment for a specific term.

CONFLICTS OF INTEREST

All employees must avoid activities or relationships that conflict with the interests of the FDDC, or which might adversely affect the reputation of the FDDC. The types of activities and relationships employees must avoid include, but are not limited to:

- Accepting or soliciting a favor or service that is intended to, or might appear to, influence the employee's decision-making or professional conduct.
- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of their job.
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information regarding the FDDC.
- Accepting employment or compensation that could reasonably be expected to impair the individual's independent judgment in the performance of their duties for the FDDC; and
- Making personal investments that are contrary to the interests of the FDDC and/or not reporting to the FDDC ownership (partial or otherwise) of a vendor doing business with the FDDC.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes minimum requirements to prevent conflicts of interests. It

also provides a framework for assessing if a conflict-of-interest potentially exists, for which actions are needed to avoid an actual conflict of interest or appearance of conflict of interest from occurring.

- 1) Employees are not permitted to receive a direct financial benefit from their employment with the Council outside the Council's employment compensation.
- 2) Employees are not permitted to receive financial compensation from Council funds through contractors/grantees, sub-contractors/sub-grantees, or other avenues, other than their Council employment compensation.
- 3) Employees are to avoid conflicts of interest, potential conflicts of interest, or actions that would lead to the appearance of a conflict of interest regarding Council activities. A conflict of interest exists when an employee has a personal interest that impairs the independence of their judgment to the point that it tends to lead to the disregard of their public duty or interest.
- 4) Employees and their relatives are not permitted to directly or indirectly solicit or accept from contractors/grantees, sub-contractors/sub-grantees, consultants, or individuals or organizations with which the Council has a financial arrangement any gift, loan, reward, promise of future employment, favor, service or anything that would improperly influence their decisions or actions. Employees and their relatives are not permitted to directly or indirectly solicit or accept from individuals or organizations not currently in a financial arrangement with the Council any gift.
- 5) Employees are not permitted to use or attempt to use their Council positions, or any property or resource which may be within their trust, to secure special privilege, special benefit or exemption for themselves or others.
- 6) Employees are not permitted to disclose or use information not available to the general public and gained by reason of their Council activities for personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- 7) Employees are not permitted to use any personal funds as match for a Council grant or contract.
- 8) Employees are to immediately disclose in writing conversations or opportunities for employment with an awardee/grantee/contractor.
- 9) Employees are not permitted to manage a contract where the independence and accountability of the management of the contract cannot be ensured.

Should a conflict of interest or potential conflict of interest arise, the matter should immediately be brought to the attention of the immediate manager and Executive Director. Disregarding or failing to comply with this conflict-of-interest policy could lead to disciplinary action, up to and including termination of employment.

CONFIDENTIALITY/NON-DISCLOSURE/NON-SOLICITATION/IP AGREEMENT

The FDDC has established a *Non-Disclosure Agreement*, execution of which is a condition of employment with the Organization.

In the course of employment with the Organization, employees may have access to confidential information regarding the Organization, which may include its strategies, future plans, financial information, contracts, suppliers, services recipients, personnel information or other information that the Organization considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Organization's reputation and, ultimately, to its ability to sustain success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Organization and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Organization's premises, and during and even after the end of the employee's employment with the Organization. This duty of confidentiality also applies to communications transmitted by the Organization's electronic communications. See also Internet, Email and Computer Use policy, herein.

PROBLEM RESOLUTION

Open Door Policy - If an employee has a complaint or is dissatisfied about what they feel is unfair treatment or if an employee has questions regarding rights or obligations, they should feel free to openly discuss the problem, in the following manner:

STEP 1: Discuss the problem with their immediate manager. If the problem is not resolved, or if the problem involves that manager, the employee should go to:

STEP 2: The next level of management. If the problem is not resolved, or if the problem involves that manager, the employee should go to:

STEP 3: The Human Resources Manager, who is responsible for employment-related matters for the Organization. At this time, the employee should be prepared to propose a remedy for the problem.

The Human Resources Manager will review the problem with the employee's immediate manager and, if necessary, will conduct and document a further investigation of the issue(s) to provide adequate facts to render a decision.

The Human Resources Manager will submit the decision to the employee as soon as possible, with a goal of doing so within three (3) working days of the employee's discussion with the Human Resources Manager.

If the issue is still not resolved, the employee may request within five (5) working days that the problem and the management decision be forwarded to:

STEP 4: The Executive Director who will review any problem that has been processed as indicated above. The Executive Director will render a decision, usually within ten (10) working days of their receipt of the complaint. The decision will be provided in writing via the Human Resources Manager.

At all steps in this Process, confidentiality will be maintained by management. Management will only interface with individuals concerned and, then, only about the issue(s) relating directly to their involvement in the specific matter being addressed.

Employees should remember that not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient, harmonious, organization; and it is the only way to ensure everyone's job security.

SOLICITATION AND DISTRIBUTION

To avoid work disruptions and possible discord between employees, the Organization prohibits employees from soliciting other employees or distributing literature in connection with non-work-related causes, commercial pursuits, groups, or interests **without the express permission of the employee's manager or the Human Resources Manager**.

Prohibited Solicitation: Solicitation includes, but is not limited to, asking employees for funds or contributions, offering goods for sale (whether for charitable or for commercial purposes), asking employees to sign a petition, requesting employees to join or become a member of a group, soliciting an

STAFF TRAINING AND DEVELOPMENT

The Council recognizes that the skills and knowledge of its employees are critical to the success of the organization. The Council's payment or reimbursement for education and training encourages employee skill development to improve job-related skills. Payment or reimbursement will be provided for training, workshops, conferences, and tuition, required fees and/or books for education courses, with the prior approval of the manager and the Executive Director. Such training, workshops, conference and tuition (and related costs) for education courses must be related to the employee's current job duties, improvement of competencies for the current position, or a foreseeable-future position in the organization.

JOB POSTING SYSTEM

In general, notices of job openings are posted both internally and online. Such job postings are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager.

Employees interested in applying for an open position should submit a job application and any other documents requested in the posting to the manager of the open position. To be eligible to apply for a posted job, employees must have satisfactorily completed their introductory period in their current position. Employees who have received a written warning or have been suspended within a one-year period, are not eligible to apply for posted jobs.

While the FDDC provides employees an opportunity to indicate their interest in open positions, FDDC reserves its discretionary right to make hiring decisions that are in the best interests of the Organization. Other recruiting sources may also be used to fill open positions when in the best interests of the Organization. Board member applicants must comply with the conflict-of-interest provisions of the By-Laws.

STANDARDS OF CONDUCT AND DISCIPLINE

As an at-will employer, the Organization may impose discipline whenever it determines it is necessary/appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstances of each case. Therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Organization determines it is appropriate; an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Organization's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Organization property and/or conducting Organization business (on or off Organization property). Engaging in any conduct the Organization deems inappropriate may result in disciplinary action, up to and including termination.

- a) Dishonesty;
- b) Falsification of Organization records;
- c) Unauthorized or careless use or possession of property, materials, or equipment that belongs to the Organization, a coworker, or the public;
- d) Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;

- e) Fighting, engaging in violence or threats of violence, using vulgar or abusive language, horseplay, playing practical jokes or other disorderly conduct that may endanger others or damage property;
- f) Insubordination, failure to perform assigned duties or failure to comply with the Organization's health, safety or other rules;
- g) Unauthorized and/or excessive absenteeism or tardiness;
- h) Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- i) Sexual or other illegal harassment or discrimination;
- j) Unauthorized use or disclosure of the Organization's confidential information;
- k) Violation of any Organization policy;
- l) The commission of a crime;
- m) Any intentional act which adversely affects the proper functioning of the Organization's operations, services, programs, activities, and staff; and/or
- n) Being intoxicated or under the influence of alcohol or drugs while on the job.

TERMINATION OF EMPLOYMENT

An employment relationship between the FDDC and any employee is based upon the mutual consent of the employee and the Organization.

INVOLUNTARY TERMINATION OF EMPLOYMENT

It is the general policy of the FDDC to retain the services of all employees who perform their duties efficiently and effectively and abide by Organization policies. However, it may become necessary or desirable under certain conditions to terminate the employment relationship. Notice of involuntary terminations will be handled discretely. The terminated individual will be assisted by a member of management in gathering personal belongings, Organization property will be retrieved, and the employee will be escorted out of the office. Types of involuntary terminations include layoff, discharge due to performance, and disciplinary discharge. All employment is at-will; either the employee or the FDDC may terminate the employment relationship with or without notice and with or without cause within legal boundaries.

REDUCTION IN WORKFORCE

It is the policy of the FDDC that full employment for employees shall be maintained, consistent with sound business principles. Budgetary and operational needs, however, may necessitate a decrease in the number of employees to operate efficiently. In such instances consideration will be given to each employee, in the following order: potential contribution to the ongoing or future work of the Organization; skill and competency; experience; seniority. The qualifications and performance as reflected in previous performance appraisals and other reports will be considered.

RESIGNATIONS

All resignations of employment must be in writing and forwarded to the employee's manager with a copy to the Human Resources Manager. These should include the effective date (last day to be worked). An employee desiring to terminate employment is requested to abide by their employment agreement or to give two (2) weeks (i.e., 10 working days) notice--whichever is greater--in order to separate in good standing and be paid for the ²vacation portion of their accrued, unused PTO and outstanding reimbursable expenses.

The FDDC may require that an employee's resignation take effect immediately, rather than allowing the employee to complete their proposed notice period. Such an action should not be construed as a

² The "vacation portion" of PTO is 2/3 of the total time accrued/unused at the time of separation.

reflection of the employee's integrity or the value of their service to the FDDC, but rather as an action to protect the interests of the Organization. In such cases--when the decision to forego two-weeks of working notice is made on the part of the Organization--the employee may still be paid for the vacation portion of their accrued, unused PTO and approved expenses.

EXIT PROCESS

The employee's immediate manager or the Human Resources Manager conducts an exit interview immediately upon an employee's resignation or other form of termination of employment. At that time, the employee will be required to return all Organization property and sign an Organization Property Inventory Form. Failure to return Organization property may result in legal action. If a departing employee chooses not to participate in an exit interview, that fact will simply be noted in their personnel file.

Examples of company property are:

Office keys or access cards	Printers/Copiers
All Organization materials	Cell phones
Organization credit cards	Manuals, Employee Handbook
Equipment: laptops, computer equipment	ID badge

IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Organization within the past three years, or if their previous I-9 form is no longer retained or valid. Anyone may raise questions or complaints about immigration law compliance without fear of reprisal.

PERFORMANCE EVALUATIONS

Optimum development and proper utilization of each employee is essential to the continued success of the Organization. "How am I doing?" is often one of the most urgent questions on an employee's mind. Providing factual and objective answers to this question is an effective means of enhancing employee development and sustaining good morale.

A major objective of the FDDC management is to ensure that performance evaluations facilitate specific, objective, constructive feedback to provide an accurate assessment of how an employee is doing.

New employees may receive frequent feedback during their first three (3) months on board in order to maximize their chances for success and/or to improve specific behaviors. Normally, they will be asked for their perspectives and given an actual performance appraisal after completing two (2) or three (3) months. This will give them a good idea on what bases performance is measured for the annual review and what objectives they should focus on achieving.

The performance of every employee is formally reviewed at least once every twelve (12) month period. As a general rule, annual performance evaluations are conducted in late summer or early fall. Interim reviews may also be conducted mid-year or more frequently. For example, performance reviews may be done if deemed advisable by management to ensure that responsibilities are understood and are being accomplished; if an employee's duties change substantially at any time after the annual review; to

A full-time employee with **one (1) full year of service**, who is a member of a military reserve unit that is required to attend a two-week training session annually, is provided with a plan that allows performance of that obligation without loss of income. The Organization will pay the difference between the normal pay and the amount received in military pay for the two-week period. When the employee returns from military duty, s/he simply presents the military reserve pay voucher to Human Resources and the Organization will arrange for the payment.

For longer-term periods of time on active duty, a full-time regular employee is entitled, upon return to the Organization, to reinstatement of their former position, and a bridging of “years of service” as it applies to qualifying for Organization benefits.

Employees on federal military leave may be entitled to continue health insurance benefits, at the employee's expense, for up to twenty-four months from the date of military departure.

FAMILY AND MEDICAL LEAVE ACT POLICY

Any employee who has worked for the Organization for at least 12 months and has at least 1,250 hours of service may apply for unpaid FMLA leave. An employee is not entitled to a leave under this policy during the first year of employment. **Please see the complete FMLA Policy in the Appendix of this Handbook.**

PERSONAL LEAVE OF ABSENCE

An employee may request a personal unpaid leave of absence from the Organization. The employee should request such a leave in writing at least thirty (30) days in advance, when possible to do so. Such leaves must receive prior approval and are granted solely at the discretion of management based on the Council's business needs and operations requirements. The Organization will not guarantee to hold the employee's position for a personal leave of absence.

During any approved personal leave of absence, the employee is responsible for the payment of all insurance premiums for their individual coverage and dependent health insurance coverage (if applicable). This money should be paid to the Organization by the first day of each month that the employee is on an approved personal leave of absence.

The employee will retain their original employment date, showing no interruption in service for leaves of less than sixty (60) days in duration. Otherwise, an adjusted date of employment will be calculated.

Credit for paid time off will not accrue during an approved personal leave of absence and time off work that would, otherwise, be paid for holidays and so forth is not paid to an employee while s/he is on an approved personal leave of absence.

CATASTROPHIC PAID TIME OFF POLICY

FDDC provides Catastrophic Paid Time Off for eligible employees who are experiencing a catastrophic health-related condition. Catastrophic Paid Time Off continues to pay eligible employees when they are on approved Personal Leave of Absence due to verifiable medical reasons, are experiencing a catastrophic health-related condition, and have exhausted all other accrued leave and welfare programs such as worker's compensation, short-term disability, and long-term disability. If the employee qualifies for an FMLA leave and that time has not already been exhausted, the FMLA leave would run concurrently with the Catastrophic Paid Time Off Policy.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

FULL COUNCIL AGENDA

Thursday 05/18/2023 and Friday 05/19/2023

Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, Florida 32809
(407) 859-1500

OUR MISSION

"To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities."

1st DAY FULL COUNCIL MEETING SCHEDULE

1:00 p.m.	Call to Order	<i>Kevin Johnson, Chair</i>
1:00 p.m.	Approval of January Minutes**	<i>Kevin Johnson, Chair</i>
1:15 p.m.-1:30 p.m.	Chair/Vice Chair Report	<i>Kevin Johnson, Chair Eddie Hall, Vice Chair</i>
1:30 p.m.-1:45 p.m.	Executive Director Report	<i>Sue Kabot, Interim Ex. Dir.</i>
1:45 p.m.-2:30 p.m.	DD Day Video Presentation <i>Council Feedback/Discussion</i>	<i>Sue Kabot, Int. Exec. Dir. Jamie Mayersohn, Facilitator</i>
2:30 p.m.-2:45 p.m.	Break	<i>Kevin Johnson, Chair</i>
2:45 p.m.-4:30 p.m.	Legislative Session Outcomes What should we monitor for rest of 2023?	<i>Sarah Goldman, Comm. Chair Margaret Hooper, Facilitator</i>
	Priorities for consideration for 2024?	<i>Kevin Johnson, Chair Margaret Hooper, Facilitator</i>
4:30 p.m.	Public Input/Meeting Adjourned Dinner on Own	<i>Kevin Johnson, Chair</i>

2nd DAY FULL COUNCIL MEETING SCHEDULE

Friday May 19th

9:30 a.m.	Call to Order/Roll Call	<i>Kevin Johnson, Chair</i>
9:35 a.m.-10:45 a.m.	State & Sister Agency Reports	<i>Kevin Johnson, Chair</i>

*Agency for Persons with Disabilities
Agency for Health Care Administration
Department of Elder Affairs
Department of Education- Vocational Rehabilitation
Department of Education- BEESS
Department of Health, Children Medical Services
University of Miami- Mailman Center
University of South Florida- Florida Center for Inclusive Communities
Disability Rights Florida*

10:45 a.m. – 11:00 a.m.	Break <i>Check out of rooms</i>	
11:00 a.m.-12:30 p.m.	Working Lunch	
11:00 a.m.-11:45 a.m.	Committee Reports/Discussion <i>State Plan Committee ** Finance Committee ** Executive Committee**</i>	<i>Jean Sherman, Chair Dennis Hart, Chair Kevin Johnson, Chair</i>
11:45 a.m.-12:45 p.m.	Youth Ambassadors/Postsecondary Models	<i>Debra Hart, Director, Education & Transition Jaimie Timmons, Research Associate Institute for Community Inclusion University of Massachusetts- Boston</i>
12:45 p.m.	Public Input Next Scheduled Meeting Adjourn	<i>Kevin Johnson, Chair</i>

Florida Developmental Disabilities Council, Inc.

Full Council Meeting Minutes

January 26, 2023

Thursday, January 26, 2023

Members Present: Kevin Johnson, Chair, Conney Dahn, Sarah Goldman, Elly Hagen, Eddie Hall, Yolanda Herrera, Jack Kosik, Lisa Miller, Elizabeth Perkins, Tom Rice, Frank Shalett, Jean Sherman, and Peter Sleasman

Members Absent: Laurie Harlow, Dennis Hart, TJ Moon, Kali Wilson, and Victoria Zepp

Staff Present: Valerie Breen, Christina DeMeo, Sheila Gritz-Swift, Margaret Hooper, Vanda Jenkins, Sue Kabot, Jan Pearce, Lisa Taylor, and Kristin Vandagriff

Others Present: Amy Bounds, Jennifer Duggar, Joaquin Fermoselle, Kira Houge, Catherine McGrath, Angela Roland, and Johana Valdivieso

The committee meetings began on Thursday, January 26th from 9:00 am – 12:56 pm. The full council meeting also started on Thursday, January 26th from 2:30 pm – 5:00 pm and continued through Friday, January 27th from 9:30 am – 1:00 pm.

I. Roll call was taken by Jenkins and quorum was established. Johnson called the meeting to order at 2:30 pm.

II. Approval of September Minutes

Action Taken: Sherman made a motion to accept the September 22, 2022 minutes. Herrera seconded. Motion passed unanimously.

III. Chair/Vice-Chair Report

Johnson included in his presentation the information regarding the reorganization of the Council, an update on Council recruiting, and his perspective as a provider.

Hall included in his presentation an update on his participation in the Peacemaker Paddle fundraiser in September 2022.

IV. Executive Director Report

Breen began her report by sharing the accomplishments of the FDDC and the vision for the future. She continued her presentation with a follow up to her September presentation on navigating the healthcare system.

V. Year 3 & 4 State Plan Discussion

Gritz-Swift and Kabot presented the status of the current projects of the state plan and the planned activities of year 3 and 4 related to Goals 1 and 2.

VI. Public Comment

There was no public comment. The meeting was adjourned at 4:59 pm.

Friday, January 27, 2023

Members Present: Kevin Johnson, Chair, Conney Dahn, Sarah Goldman, Elly Hagen, Eddie Hall, Yolanda Herrera, Jack Kosik, Lisa Miller, Elizabeth Perkins, Tom Rice, Frank Shalett, Jean Sherman, and Peter Sleasman

Members Absent: Laurie Harlow, Dennis Hart, Kira Houge, TJ Moon, Kali Wilson, and Victoria Zepp

Staff Present: Valerie Breen, Christina DeMeo, Sheila Gritz-Swift, Margaret Hooper, Vanda Jenkins, Sue Kabot, Jan Pearce, Lisa Taylor, and Kristin Vandagriff

Others Present: Amy Bounds, Jennifer Duggar, Joaquin Fermoselle, Gina Herron, Catherine McGrath, Angela Roland, and Johana Valdivieso

The Council meeting continued, roll call was taken, and quorum established.

I. Roll call was taken by Jenkins and quorum was established. Johnson called the meeting to order at 9:32 am.

II. State and Sister Agency Reports

Reports were provided by Gina Herron and Tom Rice, Agency for Persons with Disabilities; Catherine McGrath, Agency for Healthcare Administration; Johana Valdivieso, Vocational Rehabilitation; Jennifer Duggar and Angela Roland, Department of Education, Bureau of Exceptional Education and Student Services; Amy Bounds, Department of Health, Children's Medical Services; Jean Sherman, Mailman Center; Elizabeth Perkins, Florida Center for Inclusive Communities; and Peter Sleasman, Disability Rights Florida.

III. Public Policy Committee Report

Refer to attached Public Policy Committee Summary Report presented by committee Chair, Sarah Goldman.

Action Taken: Herrera made a motion to accept the Public Policy Committee Report as presented. Kosik seconded. Motion passed. Rice abstained.

IV. State Plan Committee Report

Refer to attached State Plan Committee Summary Report presented by committee Chair, Jean Sherman.

Action Taken: Miller made a motion to accept the State Plan Committee Report as presented. Herrera seconded. Motion passed unanimously.

V. Finance Committee Report

Refer to attached Finance Committee Summary Report presented by Jack Kosik.

Action Taken: Kosik made a motion to accept the Finance Committee Report as presented. Perkins seconded. Motion passed unanimously.

VI. Executive Committee Report

Refer to attached Executive Committee Summary Report presented by committee Chair, Kevin Johnson.

Action Taken: Hall made a motion to accept the Executive Committee Report as presented. Goldman seconded. Motion passed unanimously.

VII. Post-Secondary Outcomes

Terry Daly, PhD at the University of Central Florida Center for Autism and Related Disabilities (UCF-CARD) presented on the outcomes from the Council's funded project "Improving Postsecondary Outcomes-Targeted Disparity."

VIII. Public Comment

There was no public comment.

The meeting was adjourned at 12:53 pm.

Public Policy Committee Report

January 26, 2023

Tallahassee, FL

The Public Policy Committee met this morning, and we discussed updates on the Councils Legislative Platform which includes the **Invest in Home and Community Based Services for those with I/DD priority** which is underway. Margaret is introducing herself to new lawmakers and educating them on the value of HCBS and the improvements that are recommended for the iBudget Waiver. We discussed the other legislative issues of **Supported Decision Making, Dental Services, the Waitlist Campaign and Foster Care Recommendations.**

Decision items that were considered by the Public Policy Committee included the following proposed legislation,

1) Consideration of HB 19 by Tant

This bill requires IEPs for certain students to contain information on legal rights and responsibilities that transfer to students at age 18 and requires information to include ways in which students may provide informed consent to allow his or her parent to continue to participate in educational decisions as well as types of guardianship available. **The Committee voted to support this bill.**

2) Consideration of HB 61 by Harris

This bill called Medicaid Expansion through a Medicaid Buy-in Program, requires AHCA to establish and implement a Medicaid buy-in program for certain individuals with disabilities. The bill provides requirements for a program and requires the agency to seek federal waiver approval or submit any state plan amendments necessary to implement a program and finally requires the agency to implement a program upon receiving federal approval. **The Committee voted to support this bill.**

Consideration of *recently filed bills*

3) HB 223 Public School Student Progression for Students with Disabilities by Bartleman

SB 290 Public School Student Progression for Students with Disabilities by Jones

These companion bills would require comprehensive plans for student progression to provide for specified students with disabilities to be retained in prekindergarten. The bill requires DOE to establish criteria for such students to be retained and revises requirements for students with disabilities to receive good cause exemption from mandatory retention in grade 3. **The Committee voted to support these bills.**

4) HB 255 Fetal Alcohol Spectrum Disorders by Barnaby

SB 228 Fetal Alcohol Spectrum Disorders by Berman

These bills would revise the definition of the term “developmental disability” to include fetal alcohol spectrum disorders and defines the term “fetal alcohol spectrum disorders”. The effective date would be next year, 7/1/2024. **The Committee is neutral on this bill but it will be tracked.**

Hybrid Developmental Disabilities Awareness Day is scheduled for March 14, 2023!



Florida Developmental Disabilities Council, Inc.
State Plan Committee Meeting Report
January 26, 2023

I. Approval of minutes from September 22, 2022 Meeting

The minutes from the September 22, 2022 meeting were approved with one change: Yolanda Herrera was added as a Council member present.

II. Approval of minutes from December 6, 2022 Meeting

The minutes from the December 6, 2022 meeting were approved as presented.

III. Update on IFPs/Sole Source Status

Valerie Breen provided a brief update on the status of IFPs/Sole Source contracts and agreements. She shared that all proposed contracts and agreements have now been executed and work is underway.

IV. Approval of Program Budget with modifications

The 5-year state plan budget approved in 2021 was shared with adjustments made since those reported at our September meeting.

Adjustments for differentials between the amount budgeted and actual expenditures were made to the Access to Services goal; Home-and Community-Based Delivery Systems goal; Self-Advocacy Leadership goal; Advocacy/Communications line item for public policy, communications, and state plan goal related initiatives; and Other line item for task force travel/miscellaneous.

No adjustments were made for the Aging Caregivers goal.

Adjustments were made to the Broad Systems Change/Emerging Needs goal to increase funding for the National Project SEARCH Research Project contract in the amount of \$17,508 to extend work from June 2023 to September 2023, and for continuing the Postsecondary Models project in the amount of \$125,000 for a fifth year.

V. Task Force Updates

A handout titled State Plan Projects was shared that provides detailed information on the current status of all of the Council's State Plan projects, including a tri-annual update for this meeting. This document has been shared with all Council members. Supplemental materials also included draft minutes from the January 11 Aging Caregivers Task Force meeting and September 14 Broad Systems Change Task Force meeting.

Each Director, Programs and Contracts, briefed State Plan Committee members on the projects that fall under their Task Forces and highlighted one or two of those projects by providing more detailed information on their current status. Council members chose one project update from the collaborative Task Force presentation to be shared with the full Council. The Florida Project SEARCH Adult Model was selected, and we will hear from Jan Pearce shortly as a part of this report.

VI. Approval of New Project

The State Plan Committee approved a new project for research that will span over two years and assist in understanding the perspective of families and bridging the gap between the aging and developmental disability networks. The University of Illinois at Chicago (UIC) houses the Research and Training Center on Developmental Disabilities and Health across the Lifespan with a major research focus on aging and intellectual and developmental disabilities. Dr. Tamar Heller is a professor and head of the Department of Disability and Human Development at UIC and Director of the Illinois' University Center for Excellence in Developmental Disabilities. Dr. Heller is nationally known for her research in aging and developmental disabilities and will serve as the principal investigator for this initiative.

VII. Florida Project SEARCH Adult Model Presentation

Jan will now share the Florida Project SEARCH Adult Model presentation segment from our State Plan Committee meeting yesterday.

Florida Project SEARCH Adult Model
 The original contract term (after amendments) was from September 30, 2020, to September 30, 2022.

Highlights:

- Four Florida Project SEARCH Adult Model sites were operational.
- 28 interns completed the program.
- 12 individuals were employed at the conclusion of the project year.
- The remaining interns were continuing their efforts to locate employment at the end of this project year.



1

Florida Project SEARCH Adult Model (cont.)

Additional accomplishments for the 2020-2022 project term included:

- 21 sites were trained in the Project SEARCH model.
- 14 provided the opportunity for the employment vendors to become vendors for "Other Goods and Services" that allowed FDOE to help find items not covered by FDOE.
- An 11-member Interagency Workgroup Advisory Committee and a Sustainability Workgroup met to provide guidance and support to the project.



2

Florida Project SEARCH Adult Model (cont.)

Current contract began September 30, 2022, and will run through September 29, 2023.

Highlights:

- Four sites began operation in January 2023.
- This includes two original sites – Zoo Tampa and Beck Automotive.
- Two new sites were added – Springhill Cos. and HCA Florida Pasadena Hospital.
- 35 interns have been selected.
- The current contract provided funds for additional technical assistance.



3

Florida Project SEARCH Adult Model (cont.)

Primary challenges encountered this project year to date:

- **Item Selection**
 - Lack of items from Adult Day Training Programs
 - Lack of items for the targeted age range
- **Sustainability Plan**



4

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

Finance Committee Report

January 26, 2023

Action Items:

1. Approved minutes from the 9/22/22 Finance Committee meeting.
2. Approved Audited Financial Statements for the fiscal year ending 9/30/22. FDDC is required to have an annual audit by Independent Certified Public Accountants in accordance with our grant award agreement. We received an Unmodified Opinion which is a 'clean audit' and the highest opinion that can be achieved.

Review/Discussion:

1. Reviewed the Administrative Expenditures Budget to Actual Report for 10/01/22 through 11/30/22. Line items were highlighted with details and the overall administrative spending is in line with the budget with anticipated unspent funds.
2. Reviewed Programmatic Reserve. Programmatic Reserve is initially funded at an amount equal to 1.5% of our grant award. Programmatic Reserve is also made up of unspent funds from Administration, Advocacy & Communication, contracts, and projects. Our current policy allows for these funds to be used, with approval, to enhance contract amounts, or other funding needs, or address emerging needs. The total estimated programmatic reserve funds available as of 1/08/23 is \$726,780. These funds must be spent by 9/30/23. Staff are working to procure and spend the funds.

EXECUTIVE COMMITTEE REPORT

Thursday January 26, 2023

The meeting was called to order at 12:45 p.m. and quorum was established.

The committee unanimously approved the November 15, 2023, minutes. The minutes from the applicant interviews conducted on Wednesday January 25, 2023, were also approved. Two applicants were approved to move forward to the Governor's office for consideration for appointment. Chair Johnson asked that since the local non-government agency seat remains open, Council members think of recommendations to move forward to the Executive Committee for consideration. Johnson also reported that the current Council application on the website will be re-designed to obtain more comprehensive information about those who apply. In the meantime a simple form will be on the site to obtain contact information from interested parties.

Breen provided an update on her meeting with the Agency for Persons with Disabilities (APD) to secure the 25% in-kind state match required to secure the Council's federal funding. She reported that the meeting was held to clarify which APD budget line items could be utilized to secure the match if the agency could no longer use their room and board appropriation as currently committed in our cooperative agreement, which ends June 30, 2023. Breen reported it was a positive meeting and that a cooperative agreement would be renewed for the in-kind match in the amount of \$2.5 million once the legislative session is concluded.

Johnson provided an update on the re-organization for FDDC which created two new positions. He reported that Sue Kabot was hired to fill the position of Chief of Programs and Research. He reported that the Chief of Operations position would be hired after Breen returns from medical leave. He reported that Vanda Jenkins, Executive Assistant resigned from her position and will be leaving February 2, 2023. Sue Kabot will serve as Interim Executive Director during Breen's medical leave which will be February through April 2023.

There was no one in attendance from the public.

The meeting was adjourned at 1:10 p.m.



2023 FULL COUNCIL MEMBER ROSTER

"To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities"

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2023 STANDING COMMITTEE MEMBERS

As of January 26, 2023

"To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities"

State Plan Committee

Jean Sherman, Chair
Staff, Sheila Gritz-Swift
Conney Dahn
Sarah Goldman
Elly Hagen
Eddie Hall
Dennis Hart
Yolanda Herrera
Jack Kosik
Lisa Miller
Kali Wilson

Executive Committee

Kevin Johnson, Chair
Staff, Valerie Breen
Eddie Hall, Vice Chair
Dennis Hart, Treasurer
Sarah Goldman, At-Large (Elected)
Lisa Miller, At-Large (Elected)
Jack Kosik, At-Large (Appointed)
Elly Hagen, At-Large (Appointed)

Public Policy Committee

Sarah Goldman, Chair
Staff, Margaret Hooper
Elly Hagen
Cherie Hall/Peter Sleasman
Eddie Hall
Yolanda Herrera
Kevin Johnson
Lisa Miller

Finance Committee

Dennis Hart, Chair
Staff, Lisa Taylor
Sarah Goldman
Cherie Hall
Jack Kosik
Kali Wilson

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Florida
Developmental
Disabilities
Council, Inc.

2023 TASK FORCE MEMBERS

"To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities"

Access to Services

Elly Hagen, Chair
Lisa Miller, Co-Chair
Staff, Jamie Mayersohn
Cherie Hall/Peter Slesman
Laurie Harlow
Beth Boone/Lise Fox
Tom Rice
Jean Sherman

Aging Caregivers

Yolanda Herrera, Chair
Jack Kosik, Co-Chair
Staff, Jan Pearce
Kira Houge
Catherine McGrath/Ann Dalton
Tom Rice
Jean Sherman
Beth Boone

Resource Members

Damian P. Gregory
Dèan Gregory-Stewart
Mary Jo McKay
Darrell Drummond

Self-Advocacy Leadership

Eddie Hall, Chair
Sarah Goldman, Co-Chair
Staff, Kristin Vandagriff
Laurie Harlow
Jack Kosik
TJ Moon

Broad Systems Change/Emerging Issues

Conney Dahn, Chair
Lisa Miller, Co-Chair
Staff, Jan Pearce
Jennifer Duggar/Angela Roland
Brent McNeal/Johana Valdivieso
Yolanda Herrera
Victoria Zepp

2023 Meeting Schedule & Locations

FDDC Council Meeting

January 26-27, 2023
Hotel Indigo Collegetown
Tallahassee, FL

FDDC Council Meeting

May 18-19, 2023
Florida Hotel & Conference Center
Orlando, FL

FDDC Council Meeting

September 21-22, 2023
Florida Hotel & Conference Center
Orlando, FL