

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

EXECUTIVE COMMITTEE REPORT

Thursday 1/25/2024

The Executive Committee established quorum and accepted the agenda with an additional item to address the retention of the Council's micro-purchase threshold level for purchases of \$50,000.

The Vice Chair reported that the Council hired James Moore and Company HR services. The purpose was to have an objective outside consultant work with the Council to create policies and processes that protect the Council and provide a confidential avenue for employees to address individual and supervisory questions or issues with an independent party outside of the Executive Director and the internal staff person responsible for human resources. HR Consultant, Danielle Towery, worked through our staff and the Council attorney to address, develop, and refine the Council's policies and processes surrounding grievances, harassment, and whistleblower, provided training to staff, and provided 1 on 1 meetings with each staff. Towery will be working on updating the Council's employee handbook and reviewing and developing a compensation structure for the Executive Committee to consider.

It was also reported that on January 22, 2024, staff received an official letter from the Council's insurance carrier that there have been no further claims issued against the Council in the matter of Vanda Jenkins and the insurer has closed the claim.

Based on the Council's current procurement policy, micro-purchases are defined as small, low-risk transactions involving purchasing goods or services below \$50,000. In accordance with federal regulations and the Council's procurement policy the threshold level of \$50,000 is allowed with certain self-certification requirements such as a low-risk audit. Based on the audit report issued and reviewed in the Finance Committee on January 25, 2024, with the Council's auditors, which had no findings, the Executive Committee unanimously agreed to retain the micro-purchase level of \$50,000 for the period of February 1, 2024-January 31, 2025.

There were no comments from the public. The Executive Committee moved into closed session to discuss the Executive Director's performance evaluation and compensation. After answering questions posed by the Executive Committee, Breen was excused from the meeting. After much discussion the Executive Committee unanimously adopted Breen's self-performance evaluation and unanimously adopted a merit increase of 4%. The Executive Committee brought Breen back into the meeting to share the outcome. Breen expressed her appreciation and stated how much she enjoyed working with the staff and the Council.