



May 16-17, 2024
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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**State Plan
Committee**

2

**Finance
Committee**

3

**Executive
Committee**

4

**Public Policy
Committee**

5

Full Council

MEMORANDUM

To: All Council Members

From: Valerie Breen, Executive Director

Re: Council Meeting Highlights for May 15th, 16th and 17th

Date: April 29, 2024

Greetings Council Members!

Eddie Hall is officially our new Council Chair until September 2025. Our election to fill Eddie's position as the former Vice Chair will be held on May 16th at the Full Council meeting. Please be in attendance so your vote counts!

Updates/Highlights

- The Council Agenda At A Glance has expanded and includes the names of meeting rooms, so please pay special attention!
- We have included a Pre-Council Meeting on Wednesday May 15th from 6:30 p.m.-7:30 p.m. Many of you have signed up! If you have a personal support provider, please bring them with you.
- The Executive Committee will be held in a separate room. State Plan and Finance Committees will be held in the large Council meeting room- Legends 1.
- The Finance Department developed the Council's Draft Accounting Manual for everyone's review. The Finance Committee will have the responsibility for discussion and approval, but everyone should familiarize themselves with our accounting practices.
- Although the Public Policy Committee will not be meeting in person, a presentation and discussion of the 2024 Legislative outcomes will be held in the full Council meeting.
 - Please take time to review the legislative outcomes noted in the full Council meeting yellow section of your book.
 - In addition, since legislation and outcomes refer to "waiting list" categories, staff have developed a reference sheet to explain more clearly what each category means. This is also located in the Full Council yellow section of your Council book.
- New presentations for the Full Council meeting:
 - We have invited our public relations firm to present their work on behalf of the Council and to receive your input. More videos have been posted on the Our Care Matters website, and interviews continue.
 - Dr. Susan Kabot will present on preparing for our new State Plan, how it will work and what to expect.

We look forward to seeing you in May. Please do not hesitate to reach out to Kristen Conlin at kristenc@fddc.org or Valerie at valerieb@fddc.org if you have any questions.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

AGENDA AT A GLANCE

Committees & Council Meeting Schedule

Wednesday May 15, Thursday May 16 & Friday May 17, 2024

**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."

PRE-MEETING SCHEDULE

ROOM-SYMPOSIUM EAST

Wednesday May 15th

6:30 p.m.-7:30 p.m.

Preparing for Your Full Participation
*What really matters from the Council book
for you?*

***All members welcome
Feel free to bring dinner to
the meeting***

COMMITTEE MEETING SCHEDULE

ROOM- LEGENDS 1

Thursday May 16th

9:00 a.m.-11:00 a.m.

State Plan Committee

Jean Sherman, Chair

11:15 a.m.-12:15 a.m.

Finance Committee

Dennis Hart, Treasurer

12:30 p.m.-1:45 p.m.

Working Lunch

All Council Members

EXECUTIVE COMMITTEE SCHEDULE

ROOM- SYMPOSIUM BOARD ROOM

12:30 p.m.-1:30 p.m.

Executive Committee
Closed Session to Staff

*Eddie Hall, Chair
Danielle Towery, HR*

1st DAY FULL COUNCIL MEETING SCHEDULE

ROOM- LEGENDS 1

2:00 p.m.

Call to Order/Roll Call

Eddie Hall, Chair

2:15 p.m.

Approval of January Minutes
*Approval of 01/26/24 Minutes***

Eddie Hall, Chair

2:15 p.m.-2:30 p.m.

Chair Report

Eddie Hall, Chair

2:30 p.m.-3:00 p.m.	Election for Vice Chair**	Eddie Hall, Chair
3:00 p.m.-3:15 p.m.	Break	
3:15 p.m.-4:00 p.m.	Executive Director Report	Valerie Breen, Ex. Dir.
4:00 p.m.-5:00 p.m.	2024 Legislative Outcome Report Approval of 03/08/24 Minutes**	Sarah Goldman, Chair Margaret Hooper, Director
5:00 p.m.	Public Comment	Eddie Hall, Chair
5:00 p.m.	Meeting Adjourned	Dinner on your own

2nd DAY FULL COUNCIL MEETING SCHEDULE

ROOM- LEGENDS 1

Friday May 17th

9:00 a.m.	Call to Order/Roll Call	Eddie Hall, Chair
9:15 a.m.-10:00 a.m.	Meet the RBOA Team <i>What they do with and on behalf of the Council</i>	Michael Winn, CEO Jamie Mayersohn, Director
10:00 a.m.-11:00 a.m.	What's the New State Plan All About? <i>Season 1/Episode 1: Understanding the Process</i>	Sue Kabot, Chief of Programs
11:00 a.m.-11:15 a.m.	Break/Check Out	Eddie Hall, Chair
11:15 a.m.-12:30 p.m.	State & Sister Agency Reports <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, Childrens Medical Services University of Miami- Mailman Center University of South Florida- Florida Center for Inclusive Communities Disability Rights Florida</i>	Eddie Hall, Chair
11:30 p.m.-1:00 p.m.	Working Lunch	All Council Members
12:30 p.m.-1:30 p.m.	Committee and Ad Hoc Task Force Reports/Discussion <i>State Plan Committee ** Finance Committee ** Executive Committee ** Ad Hoc Stakeholder Managed Care Task Force**</i>	Jean Sherman, Chair Dennis Hart, Chair Eddie Hall, Chair Sarah Goldman, Chair
1:30 p.m.	Mark Your Calendar <i>Next Council Meeting- September 19th & 20th, 2024 Florida Hotel and Conference Center</i>	

1:30 p.m.

Public Comment/Adjourn

Eddie Hall, Chair

**** Requires Vote**

Florida Developmental Disabilities Council, Inc.

STATE PLAN COMMITTEE MEETING

AGENDA

Thursday May 16, 2024

9:00 a.m.-11:00 a.m.

ROOM- LEGENDS 1

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	<i>Dr. Jean Sherman, Chair</i>
9:05 a.m.	Approval of Minutes (A) Minutes from 01/25/24**	<i>Dr. Jean Sherman, Chair</i>
9:05 a.m. – 9:15 a.m.	Updates on Contracts & Bids	<i>Dr. Sue Kabot, Chief of Programs and Research</i>
9:15 a.m. – 9:30 a.m.	Program Updates A. Review Minutes Access to Services <ul style="list-style-type: none">○ Draft 3/14/24 Minutes Home- and Community-Based Services (HCBS) <ul style="list-style-type: none">○ Approved 12/6/23 Minutes○ Draft 4/17/24 Minutes Aging Caregivers <ul style="list-style-type: none">○ Approved 10/19/23 Minutes○ Approved 1/18/24 Minutes○ Draft 4/2/24 Minutes Self-Advocacy Leadership <ul style="list-style-type: none">○ Approved 12/13/23 Minutes○ Draft 3/27/24 Minutes B. Review State Plan Highlights (B) State Plan Project Updates	<i>Dr. Jean Sherman, Chair</i>
9:30 a.m. – 10:55 a.m.	Approval of Program Budget with Revisions ** (C) Updated 5-Year State Plan Program Budget	<i>Dr. Jean Sherman, Chair Sue Kabot, Chief of Programs and Research Lisa Taylor, CFO</i>
10:55 a.m. – 11:00 a.m.	Public Comment/Meeting Adjourned	<i>Dr. Jean Sherman, Chair</i>

**** Requires vote**



**State Plan Committee
Meeting Minutes
Thursday, January 25, 2024
Florida Hotel and Conference Center, Orlando, Florida**

Members Present: Jean Sherman, Ed.D., RN; Sarah Goldman via Zoom; Elly Hagen; Eddie Hall; Yolanda Herrera; Dr. Dennis Hart

Members Absent: Kali Wilson

Council Members Present: Lauren Modawell, Jennifer Duggar, Danielle McGill, Enrique Escalon, Michael Sayih, Charlotte Temple, Tina Cordova, Caitlin Clibbins, Carla Mercer, Susan Nipper, Denise Anderson, Arizona Jenkins

Staff Present: Valerie Breen; Jamie Mayersohn; Sue Kabot, EdD, CCC-SLP; Kristin Vandagriff; Jan Pearce; Lisa Taylor; Sheila Gritz-Swift; Margaret Hooper; Monica Moye

Guests: Jim Sayih, Parent and PCA; and Linda Modawell, Parent and PCA

The meeting was called to order by Dr. Sherman at 9:00 a.m.

Quorum was established with five members physically present.

I. Approval of September 21, 2023 Minutes

Action Taken: Hagen made a motion to accept the September 21, 2023 minutes. Hall seconded. Motion passed unanimously.

II. 2023 State Plan Updates

Dr. Sherman reported that the presentation today would be a collaborative staff presentation.

Gritz-Swift provided introductory information, including an overview of the Comprehensive Review and Analysis that led to development of the goals, objectives, and activities/projects that drive Council's work. The current 5-Year State Plan Goal areas were discussed to provide context for the subsequent updates provided. The Council's Task Forces, supporting the goal areas, were also discussed for additional context. New members were encouraged to think about Task Force areas of interest.

Updates on 2023 work completed and 2024 work to date and were provided as follows.

- **Goal 1: Access to Services**

- Mayerson reported that the Research for a Statewide Access to Services Information System project is engaged in its second year of work. A Request for Bids was released on January 12 that should result in securing a provider for a companion project. This project will create Personas and Journey Maps using completed research to build a user-friendly system that addresses needs at every stage of the life span.

- **Goal 2: Home- and Community-Based Service Systems**

- Dr. Kabot reported on six Council initiatives.
 - **Best Practices in Case Management:** Tools were created from an environmental scan and are being pilot tested with people with I/DD, caregivers, case managers, and supervisors of case managers. The pilot testing began last year and will continue through this year.
 - **Researching Provider Solutions:** Surveys and interviews were completed with the final research report being received in December 2023. This work will culminate in training for family members and consumers.
 - **Measuring Service Quality:** There were challenges in evaluating quality services to find an environment to best match someone's needs. The project sought to develop an instrument for residential, day training, and supported employment. The instrument became huge, and a decision was made to split it into three tools. The project is tackling a residential tool first, for which a draft has been developed. Participants are being recruited for pilot testing.
 - **Addressing the Behavior Therapist Shortage:** This project resulted from reports during the comprehensive review and analysis that there were not enough behavior therapists. An environmental scan, surveys, and focus groups were completed. This resulted in determination that the challenge was not only with Registered Behavior Technicians (RBTs) and Board Certified Behavior Analysts (BCBAs), but that behavior support in schools and adult agencies were also not adequately trained to address challenging behavior. Challenges with supervision of RBTs and not having enough emphasis on older individuals were noted. Trainings in challenging behavior and supervision will be developed and offered. Internships will be developed across the state to provide training regarding managing behaviors.
 - **Dual Diagnosis Training:** This project resulted from the complexities of co-occurring I/DD and mental health conditions and the desire to reduce unnecessary interventions, including use of the Baker Act. Dr. Kabot noted that Jeanne Farr with the National Association for the Dually Diagnosed (NADD) will present further information on this project.
 - **Training for First Responders:** A two-hour training course for law enforcement and emergency medical responders was created and piloted. A Train-the-Trainer module will be the next component for this project in 2024.

- **Goal 3: Aging Caregivers**
 - Pearce reported on the Aging Generations' Expectations in Developmental Disabilities (AGEDD) project and noted that key stakeholder groups have been convened and communities of practice (CoP) are being supported with the aging and DD networks working together. Sixteen counties have participated to date. Training elements and additional counties have been added in 2024. Focus has been strongly on dialog between groups within each community with many stakeholders talking with each other for the first time. Training topics are being developed for each CoP based on their needs.
 - "Strive to Thrive" conducted research to date that has resulted in an environmental scan. The provider for this project is the University of Illinois Chicago. This project also developed a working definition for "Strive to Thrive."
- **Goal 4: Self-Advocacy and Leadership Task Force**
 - Vandagriff reported on the Fellows Leadership Program, Partners in Policymaking Program, and the PIP Curriculum Strand. Work conducted to date and the overall focus for 2024 was shared.
- **Goal 5: Broad Systems Change/Emerging Needs**
 - Gritz-Swift reported on the Collier County Transportation Voucher Replication Project, Florida Project SEARCH Adult Model, Black ASD Identification Research Expansion Project, and the Postsecondary Models Ambassador Program as active projects in 2023. She also shared information on the following projects that are being monitored for outcomes and sustainability post-Council funding: Treasure Coast and Pinellas Transportation Voucher Replication Projects, Employ Me 1st / Employment First Florida, Employment First Collaborative Training Initiative, Postsecondary Models, Improving Postsecondary Outcomes (targeted disparity), FYI Transition Website, and Housing and Consolidated Planning Community Involvement Training Initiative.
- **Supporting Initiatives:**
 - Dr. Kabot provided updates on other Council-supporting initiatives. Information was shared on Easy Read/Plain Text, Spanish Translation, and Communications initiatives as critical initiatives to ensuring maximum accessibility and readability for Council stakeholders. The Council legislative platform is an example of a document translated into Easy Read, Plain Text, and Spanish. Communications includes support to maintain consistency for FDDC documents and social media, newsletters, and publications. Mayersohn highlighted a few examples.
- **Questions/Discussion:**
 - Dr. Sherman opened the floor to Council members for questions and discussion.
 - Escalon noted how many times the areas of mental health and I/DD are siloed. He also stated that the Spanish translation of the FDDC documents posted is very good. He noted, however, that literal translations sometimes do not fully make sense. He asked how external document translation could better support

the Spanish-speaking community. He also asked what was being done for low incidence disabilities and disabilities beyond I/DD.

- Mayerson addressed Spanish translation and shared that each provider chooses the translation resource; FDDC uses a translation service. An internal conversation regarding standards for providers implementing Spanish translation needs to occur moving forward.
- Gritz-Swift noted that many materials benefit people across disability categories.
- Jenkins shared that providing waiver care, especially for those who are aging, has a major problem in that the system does not want to pay family members who know the person best for their care needs. He shared that it can be hard to find your own caregiver, stating that it is hard to be independent when the caregiver has limitations on the times they can help. He also mentioned language translation, sharing it helps to have a version where people can listen to the words if they cannot read. He additionally shared transportation challenges with timeframes and providers being late.
 - Director Breen indicated that she would cover transportation and aging caregivers later and their critical issues.
- Duggar requested more information on training for law enforcement and other first responders. She asked how counties will be able to access this training. She felt there would be a lot of interest, including school resource officers.
 - Dr. Kabot shared that sustainability and procedures for dissemination are being explored, and APD is reviewing it for the mobile crisis unit applicability. She also indicated that FDDC plans to disseminate the training at no cost, noting that the first responder training is available virtually and train-the-trainer materials will be developed this year. Dr. Kabot stated that Dual Diagnosis training has been delivered in face-to-face and virtual formats, and there are a lot of possibilities for these trainings.
 - Dr. Sherman noted that due to turnover, these trainings will be critical to have institutionalized and placed online to be continuously available.

Dr. Sherman reminded members that task force minutes and an updated document on State Plan Projects can be found within the Council binders.

III. Public Comment/Meeting Adjourned

With no public comments, the meeting was adjourned at 10:32 a.m.

Florida Developmental Disabilities Council, Inc.

Access to Services Task Force

Minutes

March 14, 2024

Present: Elly Hagen, Chair, Beth Boone, Co-Chair, Denise Anderson, Caitlyn Clibbon, Jennifer Duggar, Carla Mercer, Charlotte Temple, Kali Wilson, Victoria Zepp

Absent: Dennis Hart

Staff: Jamie Mayersohn

The meeting was called to order by Chair Hagen at 3:07 pm.

I. Update on Access to Services through Knowledge Goal

Mayersohn presented a history of the Access to Services through Knowledge project in Years 1–3 of the State Plan. She then discussed the new Age Groups and Domains that will be used to classify the work and will serve as the basis for the journey maps and personas.

Zepp shared that she would like to see a peer-to-peer aspect to the system for both caregivers and self-advocates.

Mayersohn shared that Mathematica, Inc. submitted the winning bid and that work on a contract is underway with an anticipated start date of April 15, 2024.

II. Coordination of Meetings

Mayersohn described the three groups that currently meet (Steering Committee, Content Advisory Meeting and Task Force). Consensus was reached that combining the Steering and Task Force meetings makes the most sense and is the most efficient use of everyone's time.

Boone indicated that funding for Siddiqua Alleyne's position had ended and that she would no longer be the USF/FCIC representative to the Steering Committee.

III. Public Comment

Chair Hagen invited public comment.

Meeting was adjourned at 3:42 pm.



**Home- and Community-Based Services
Task Force Meeting, December 6, 2023, 3:00-4:30 pm
Minutes**

3:00 pm **Call to Order** *Sue Kabot, Staff*

Roll Call and Introductions *Sue Kabot, Staff*

<i>Kali Wilson--Present</i>	<i>Elly Hagen--Present</i>
<i>Andrea Gary--Present</i>	<i>Dennis Hart—Not Present</i>
<i>Conney Dahn--Present</i>	<i>Kevin Johnson--Present</i>
<i>Yolanda Herrera--Present</i>	<i>Frank Shalett Present</i>

Staff: Susan Kabot—Present

Guests: Kerri Peters, Nicole Gravina, Yanerys Leon

3:05 pm **Approval of August 8, 2023 Minutes** *Sue Kabot, Staff*

The minutes from the August 8 2023 HCBS Task Force were approved. Elly Hagen made the motion and Kevin Johnson seconded it. All were in favor.

3:10 pm **Presentation by University of Florida-University of Miami: Addressing the Behavior Therapist Shortage Project Year 1**

Kerri Berard, PhD

Nicole Gravina, PhD

Yanerys Leon, PhD

The investigators from University of Florida and University of Miami shared information about their Addressing the Behavior Therapist Shortage Year 1 project. They started with some contextual information about the population and numbers of people who may need behavioral services and the number of behavioral providers across several service systems. They then presented their findings from the surveys of RBTs, BCaBAs and BCBAs, and family members. Focus groups/interviews were conducted with RBTs, BCBAs, and academic program leaders.

4:00 pm **Project Updates:** *Sue Kabot*

Best Practices in Case Management—Held first advisory

Measuring Service Quality—Held first advisory

Researching Provider Solutions—Research report will be submitted Dec. 2023

Training First Responders—Held first advisory

Dual Diagnosis Training—Held first advisory
Easy Read—Plain Language Legislative Platform developed during this period
Paramedicine Pilot—ended September 30, 2023. Report due to ACL December
31, 2023
Expanding the Public Health Workforce—will end December 2023

4:25 pm Public Input

Sue Kabot, Staff

There was no public input.

4:30 pm Schedule next meeting and Adjournment

Sue Kabot, Staff

Task force members were reminded about the January meeting and were told to look out for the Survey Monkey questionnaire for travel needs.

The next task force meeting will be scheduled for April 2024.

The meeting was adjourned at 4:15 pm.



**Home- and Community-Based Services
Task Force Meeting, April 17, 2024, 3:00-4:30 pm
Minutes**

3:00 pm **Call to Order** *Sue Kabot, Staff*

Roll Call and Introductions *Sue Kabot, Staff*

<i>Kali Wilson--Present</i>	<i>Dennis Hart—Not Present</i>
<i>Andrea Gary--Present</i>	<i>Susan Nipper—Not Present</i>
<i>Arizona Jenkins—Present</i>	<i>Jean Sherman—Not Present</i>
<i>Denise Anderson—Present</i>	<i>Tina Cordova--Present</i>

Staff: Susan Kabot—Present

3:05 pm **Approval of December 6, 2023 Minutes** *Sue Kabot, Staff*

The minutes from the December 6, 2023 HCBS Task Force meeting were approved. Andrea Gary made the motion and Kali Wilson seconded it. All were in favor.

3:10 pm **Role of the Task Force** *Sue Kabot, Staff*

Sue oriented the new members to the Council who are serving on this Task Force by defining the role of the Task Force and their responsibility for the oversight of the key activities assigned to Goal 2 of the State Plan. She also explained that the Chair and Co-Chair are members of the State Plan Committee and take our Task Force's feedback to that group, which approves the allocation of funding for key activities.

3:15 pm **Project Updates:** *Sue Kabot, Staff*

Sue presented updates of all key activities that this Task Force is responsible for under Goal 2 of the State Plan. There are three objectives that fall under this Goal and each of them has two objectives.

Objective 1 includes the Best Practices in Quality Case Management and Researching Provider Solutions key activities. Both are being implemented by Mathematica, Inc. Case Management has completed one year of work and is not halfway through Year 2. Researching Provider

Solutions (RPS) has just finished one year of work and has signed another 6-month extension. Quality Case Management has developed four tools to assess case managers/support coordinators, which are being evaluated by individuals with I/DD, family members, support coordinators, and those who supervise support coordinators/case managers. The two support coordinator tools are being tested on MCOs, Early Steps, and Agency for Persons with Disabilities personnel. The RPS activity has issued an environmental scan and research report about the shortage of direct care workers (DCWs) and is now conducting an environmental scan of national and state legislation enacted to address the shortage to see if there are any models that might be useful to Florida.

The key activities under the second objective include Measuring Service Quality (MSQ), led by Mathematica; and Addressing the Behavior Therapist Shortage, led by a University of Florida and University of Miami collaboration. It was explained that the MSQ project had two false starts including the idea of a public facing dashboard, which was nixed and the second was developing a single instrument to assess residential, adult day training, and employment services. It was then determined that a joint instrument would be too cumbersome for the consumers and that separate instruments were needed. The decision was made to start with residential settings and an instrument was developed that is now being assessed by individuals with I/DD and family members/caregivers. The Addressing Behavior Therapist Shortage key activity conducted research last year about the shortage and identified factors that are contributing to it. This year they are focused on developing training for behavior therapists in challenging behaviors consisting of 14 modules, some virtual and some in-person. They are investigating how the modules will be accessed and fidelity of implementation guaranteed.

The third objective includes two projects targeting dual diagnosis. It was explained that this is the “targeted disparity” objective of our current plan. Two projects fall under this objective: Training First Responders, conducted by Florida Atlantic University; and Dual Diagnosis Training, conducted by the National Association for the Dually Diagnosed (NADD). Members were reminded that these two key activities were presented in depth at the January Council meeting. The Training First Responders project is developing a train-the-trainer model that will be implemented in the summer. The Dual Diagnosis Training activity will also be presenting their training in crisis during the summer.

Legislative actions that occurred during this session that were related to these key activities were also presented to the group.

4:25 pm Public Input

Sue Kabot, Staff

There was no public input.

4:30 pm Schedule next meeting and Adjournment

Sue Kabot, Staff

Task Force members were reminded that the next Council meeting is May 16–17, 2024. There is also a pre-meeting scheduled for Wednesday evening, May 15, to review the meeting materials and action items for any Council member who wants to attend.

The next task force meeting will be scheduled for August 2024.

The meeting was adjourned at 4:30 pm.

DRAFT

Aging Caregivers Task Force & Project of National Significance State Alliance Team Meeting Minutes

Thursday, October 19, 2023

Task Force Members Present: Yolanda Herrera, Laurie Harlow, Jean Sherman, Damian Gregory, Déan Gregory-Stewart, Beth Boone, and Mary Jo McKay.

Task Force Members Absent: Ann Dalton, Jack Kosik, Darrell Drummond, and Kira Houge

Staff Present: Jan Pearce and Valerie Breen

Guests: Katie Arnold, Sumithra Murthy, Hope Sparks, and Margaret Lynn Duggar

1. The Chair called the meeting to order at 3:08.

Yolanda Herrera welcomed the members and guests.

2. Minutes

Mary Jo McKay made the motion to approve the minutes from July 20, 2023 with corrections. Damien Gregory seconded the motion. The minutes were approved unanimously.

3. Review of the State Plan Goal #3

The State Plan goal was reviewed.

4. Presentation on Project: Strive to Thrive: Supporting Families Across the Aging and DD Networks Research Project by Katie Arnold, Sumithra Murphy, and Hope Sparks

- Dr. Katie Arnold and Dr. Sumithra Murthy reviewed their work on developing the Environmental Scan. They shared the Environmental Scan Outline and preliminary findings.
- They facilitated a discussion and sought feedback from Task Force Members on the Environmental Scan outline. They received positive feedback from the members, including the following:
 - Members likes we are looking at what is out there, so not duplicating and looking at gaps.
 - Love this idea. Excited to see what it produces.
 - Thinks it looks great. It is good not to reinvent the wheel.
- The group was asked how each could help distribute the survey and what locations should be considered for the focus groups. Valerie reminded people that only 6% of the entire population is served by an I/DD agency (on the waitlist and getting services). She challenged the Aging Caregiver Task Force group to think about how we will reach those people because there are so many people

out there who are not connected to a formal network. A rich discussion was held. Suggestions included using churches, medical personnel, schools, personal contacts, the Agency for Persons with Disabilities (APD), social media, etc.

5. The Project of National Significance

The most current work plan was shared with the committee—the relationship between the Strive to Thrive project and the Project of National Significance was discussed. We are in Year 3 of the project and are making progress toward the established goals.

6. Presentation on the AGEDD Project

Margaret Lynn Duggar presented an update on the project. Margaret Lynn shared that the Community Partnership Meetings have gone well. Seventeen meetings were held between April and August of 2023. Nassau, Santa Rosa, Hillsborough, Leon, and Osceola joined the Partnership Meetings.

7. Next Meeting

The next meeting will be held on January 18, 2024, at 3:00 pm.

8. Public Comment

The Chair asked for public comment, but receiving none, the meeting was adjourned at 5:06 pm.

Aging Caregiver Task Force/State Alliance Team Minutes

January 18, 2024

Present: Jean Sherman, Kira Houge, Damian Gregory, Dèan Gregory-Stewart, Mary Jo McKay and Catherine McGrath

Absent: Darrell Drummond, Ann Dalton, Beth Boone, and Yolanda Herrera

Guests: Katie Arnold, Margaret Lynn Duggar, and Sumithra Murthy

Staff: Jan Pearce

The meeting was called to order at 3:06 pm.

1. The Chair had an unavoidable conflict and asked Jan Pearce to run the meeting in her absence.
2. The October 19, 2023, Aging Task Force and SAT Team Meeting minutes were reviewed. Kira Houge made a motion to accept the minutes, which was seconded by Mary Jo McKay. The motion passed unanimously.
3. Jan Pearce emphasized the importance of the meeting, which was to delve into the projects and activities that are pivotal to Goal 3 of the State Plan. These include the Aging Generations' Expectations in Developmental Disabilities (AGEDD) Project and Researching Aging Caregivers-Strive to Thrive. It is crucial to note that the Project of National Significance (PNS) is not a state plan goal but is work conducted under the supervision of the Aging and Strategic Alliance Team (SAT) Task Force.
4. Katie Arnold and Sumithra Murthy provided updates on the Researching Aging Caregivers, Strive to Thrive Project. They shared a PowerPoint presentation that included information on the following topics:
 - The Environmental Scan Final Report
 - The solidified definition of Thriving
 - Focus Group Locations and Recruitment Strategies
 - The draft Survey and Protocols
5. Margaret Lynn Duggar shared updates on the AGEDD project. Margaret Lynn shared the following information:
 - There are currently 16 active Communities of Practice, and five new counties may be added this year. Each Community of Practice has a representative from the Developmental Disability and Aging Network and other community members. Margaret Lynn facilitates discussions, and local partners design the services they wish to collaborate on that fall within the goals and objectives of the State Plan. Margaret Lynn shared examples of collaboration between the various Communities of Practice, including exploration of transportation, case management, training, and joint housing projects.
6. Jan Pearce opened the floor for public input but, receiving none, adjourned the meeting at 4:32. The next meeting will be held on April 18, 2024.

Aging Caregiver Task Force/State Alliance Team Minutes
April 2, 2024

Present: Yolanda Herrera, Carla Mercer, Jean Sherman, Kira Houge, Damian Gregory, Kimberly Quinn, Elly Hagen, Arizona Jenkins, Lauren Modawell, and Susan Nipper

Absent: Dèan Gregory-Stewart, Michael Sayih, Victoria Zepp, Danielle McGill, Mary Jo McKay, and Ann Dalton (represented by Kimberly Quinn)

Guests: Katie Arnold, Margaret Lynn Duggar, Sumithra Murthy, and Hope Sparks

Staff: Valerie Breen and Jan Pearce

The meeting was called to order at 3:05 pm by the Chair.

1. Valerie Breen provided a historical perspective on the development and relationship between the Project of National Significance (PNS), Aging Generations' Expectations in Developmental Disabilities (AGEDD), and the Researching Aging Caregivers Project- Strive to Thrive.
2. The Chair welcomed all the members, and each person introduced themselves to the group. Carla Mercer was recognized as the new co-chair.
3. Jan Pearce reviewed the State Plan Goal and Objective for Goal #3 and the key activities for each project.
4. Margaret Lynn Duggar presented an update on the AGEDD project. She shared the following updates:
 - There has been an increase in Council on Aging programs serving individuals with I/DD and caregivers of family members with I/DD.
 - Currently, 17 counties are involved in the various Communities of Practice (CoP).
 - Six CoPs held meetings during this quarter.
 - Several new counties have been invited to join existing CoPs.
 - What the CoPs have targeted to work on: Training, Housing, Case Management, Transportation, and Guardianship.
 - Cross training materials were shared among the CoPs.
5. Katie Arnold presented the following updates on the project:
 - The Environmental Scan report was completed.
 - The solidified definition of "thriving" was established.
 - The focus group locations have been identified, and recruitment strategies are being developed.

Discussion

The age of the project participants was discussed. The contract identified caregivers 50 and older. Several people recommended increasing the starting age. One person shared that although she was in her early 50s, she thought that age should be included. Each decade has varying needs, and the earlier planning happens, the better. Other factors, such as health, were discussed. There were valid points that will need further discussion.

The need for the survey to be accessible for individuals who may not read was brought up. It was shared that there will be options for individuals who may support the person with I/DD completing the surveys.

6. The October 19, 2023, Aging Task Force and SAT Team Meeting minutes were reviewed. Kira Houge motioned to accept the minutes, which Jean Sherman seconded. The motion passed unanimously.
7. The Chair opened the floor for public input but, receiving none, adjourned the meeting at 4:28

Florida Developmental Disabilities Council, Inc.

Self-Advocacy Leadership Task Force Minutes 12/13/2023

Present: Eddie Hall, Chair; Sarah Goldman, Co-Chair; Thomas Moon, and Jack Kosik.

Not Present: Laurie Harlow.

Staff: Kristin Vandagriff and Margaret Hooper.

Guests: N/A

The meeting was called to order by Chair Hall at 3:06pm.

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 August 9, 2023, 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 project update regarding the Partners in Policymaking program. Information was shared regarding the PIP 2023-2024 class. It was reported that 25 participants were chosen for this class (five self-advocates and 20 family members), and moving into Session 4, 22 participants remained. The three drops were due to unavoidable circumstances for individual participants regarding medical and employment challenges. An update was provided regarding the PIP Regional Graduate Coalition which was formed from the 2022 Advocacy Summit. Information about the June 11-12, 2023, in-person event's evaluation data was provided, including impact stories, satisfaction survey results, knowledge pre-and post-test results, and trends noted related to attendee impact.

An update was provided by Kristin Vandagriff regarding the PIP Curriculum project. It was reported that the Autistic Self-Advocacy Network (ASAN), which is the contractor for this project, has been able to develop the first two sessions of curriculum and associated materials, with the following two sessions being in the process of development. The provider has submitted two deliverables and facilitated three very engaged Advisory Committee meetings. It was also reported that ASAN staff have been joining the annual PIP class training virtually as a passive observer to see how all program components flow together. December has seen the beginning of structured interviews taking place to assure in-depth lived experience input is obtained on the developed curriculum and materials.

An overview of the Fellows Leadership Program progress to date was also provided by Kristin Vandagriff. It was reported that seven Fellows are actively involved in the program this year, with four returning mentor Fellows and three new Fellows. The provider will be seeking a fourth new Fellows in 2024. Additionally, the 2023 Florida Self-Advocacy Conference was denoted as reaching 131 attendees, 75 of whom were self-advocates. The self-advocate led component for all conference presentations was highlighted as well as the speakers and the sessions provided. Conference evaluation data was also covered and included knowledge pre- and post-test growth by attendees as well as satisfaction survey results, and the input received from the self-advocate focus group. Focus group responses displayed far-reaching long-term outcomes based on the Council's past funding of Florida SAND, as well as its current funding of the Fellows who support Florida SAND. Results of the Fellows efforts regarding their support, as a group, to the management of Florida SAND was discussed, with comparison data from the Organizational Management Growth tool being shared comparing the Year 1 baseline results to the Year 2 results. Growth was noted on many indicators.

II. Questions, Discussion, and Next Meeting

Jack Kosik, Sarah Goldman, and Margaret Hooper noted how pleased they were with the progress the self-advocacy and leadership projects were making. Mr. Kosik noted that with the impacts denoted, it may be good for FDDC to consider if any other projects don't spend all their money in a given year, that PIP be considered for use of the unused funds regarding any possible expansion. Members asked that Kristin Vandagriff share this with the Council's executive staff leadership team regarding any possible State Plan Committee meeting inclusion for future meetings. Kristin Vandagriff also reported that in the next year or two, development of the next State 5-Year Plan will occur, and the input noted can be shared as that process initiates for helpful context.

Task force members noted that they next wanted to meet on March 27, 2024 from 3:00-4:30pm. 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. It was noted that more data on PIP's annual class post-graduation would likely be available as well as DD Day efforts.

III. Public Input

There were no comments from the public.

The meeting was adjourned at 3:45pm.

Minutes were adopted as presented 03/27/2024.

Florida Developmental Disabilities Council, Inc.

Self-Advocacy Leadership Task Force

Minutes

03/27/2024

Present: Danielle McGill, Chair; Mirna Diaz; Enrique Escallon; Yolanda Herrera.

Not Present: Sarah Goldman, Co-Chair; Eddie Hall; Lauren Modawell.

Staff: Kristin Vandagriff.

Guests: None.

The meeting was called to order by Chair McGill at 3:03pm.

Task Force Chair, Danielle McGill, welcomed task force members and guests, allowed time for brief introductions, and instructed staff to conduct roll call. The Chair also reminded attendees that the meeting was being recorded and that the task force follows Florida Sunshine rules. The December 13, 2023, task force meeting minutes were adopted as presented with Enrique Escallon making the motion and Yolanda Herrera making the second, and members answering in the affirmative. Chair McGill discussed the purpose of the task force and asked staff, Kristin Vandagriff, to present project updates.

I. PowerPoint Presentation on Project Progress Updates

Kristin Vandagriff, the Director of Programs and Contracts who provides staffing to this task force, provided members with the overarching goal for FDDC Self-Advocacy and Leadership projects as well as general task force history. Kristin Vandagriff also provided a project update regarding the Partners in Policymaking Program. Information was shared regarding the basic components of the program as well as program eligibility. Additionally, an update related to the PIP 2023-2024 class was given. It was reported that 21 participants graduated in February of 2024; four self-advocates and 17 family members. It was also shared that recent PIP graduate, Amanda Ranochak, was awarded the 2024 Wesley Award at the PIP graduation ceremony. PIP 2023-2024 class DD Day participation was shared which included over 40 meetings with policymakers, a tour of the Capitol, the DD Day dinner, and providing public testimony at a Senate Committee meeting. It was reported that the application period opened March 1 for the PIP 2024-2025 class and will close June 30. A seven-person selection committee has been chosen which will select the 2024-2025 PIP class in July. It was also reported that 2024-2025 class speakers have been secured, a general schedule outlined, with hotel contracts almost complete. An update was provided on PIP alumni engagement efforts denoting that quarterly trainings with alumni continue and that the PIP Regional Graduate Coalition, formed from the 2022 Advocacy Summit, met virtually in January. This group is beginning to report outcomes from their work on housing and transportation.

Kristin Vandagriff provided information relating to the purpose of the PIP Curriculum project and best supporting people with an intellectual/developmental disability at a 2nd-3rd grade reading level to be supported in the Florida PIP program. It was reported that the Autistic Self-Advocacy Network (ASAN), which is the contractor for this project, has been able to develop all six sessions of curriculum and associated materials, and has completed its passive observer role for all six sessions of the 2023-2024 PIP class. The Advisory Committee was reported to have met four times since its inception. It was also noted that curriculum reviewers have provided input on the first two sessions and are in the process of finishing their review for the third and fourth sessions. Clarifying questions were asked by members regarding the composition of the Advisory Committee and curriculum reviewers. Kristin Vandagriff provided information on the lived-experience expertise on both groups including self-advocates, family members, educators, and an SLP. Task force members reported having an interest in reviewing the curriculum when it is at the appropriate stage and providing their additional lived-experience input.

An overview of the Fellows Leadership Program was given by Kristin Vandagriff, denoting project focus and components, as well as program eligibility and the application process. Members asked for additional information on program eligibility. Kristin Vandagriff walked the group through the FL SAND website section for the Fellows and shared more details on the eligibility requirements. An update on recent Fellows activities was given. The Fellows were reported to have all attended DD Day 2024, participating in 23 meetings with policymakers, having managed a self-advocacy exhibit table in the Capitol, as well as presented on their program efforts and shared advocacy journey with attendees of the DD Day dinner. It was also reported that Fellows continued to support FL SAND, the statewide self-advocacy organization, with board meetings, developing and disseminating a robust monthly newsletter for self-advocates, facilitating monthly self-advocate calls, as well as managing the social media and websites associated with FL SAND and FSA Central. It was further noted that the Fellows Leadership Program has one new Fellow slot the provider is working to fill currently and will be recruiting for the next group of new Fellows over the summer. Task force members asked clarifying questions related to this project's history and framework. It was discussed that FDDC used to fund a provider to directly support FL SAND with training and technical assistance, and now through the Fellows Leadership Program, FDDC funds a provider which trains self-advocate leaders (Fellows) to provide training and technical assistance to FL SAND which has enabled strong self-advocate leadership and mentorship components within the program. Task force members noted that sustainability for project efforts and retention of Fellows within self-advocacy efforts are of high importance. Task force members suggested assuring that Fellows are being provided financial literacy and health-related content to best support them in their current efforts and their future.

II. Questions, Discussion, and Next Meeting

Task force members did not denote any concerning issues to bring to the State Plan Committee but did note a desire to have time at the end of meetings to share their input related to projects so that the task force Chair and Co-Chair would have that input in advance of State Plan Committee meetings. Task force members noted that they next wanted to meet on July 24, 2024, from 3:00-4:30pm. This meeting will occur via Zoom. Members denoted wanting this meeting agenda to cover project updates for all projects within the self-advocacy and leadership goal, and to specifically see if task force member and FDDC Chair, Eddie Hall, could present on his past experience as a Fellow. Additionally, task force members denoted that they would like to continue to learn more about the evaluation tools used to assess project outcomes, see data when provided by our providers, and continue to discuss sustainability.

III. Public Input

There were no comments from the public.

The meeting was adjourned at 4:32pm.

State Plan Projects

Fiscal Year 2024 (October 1, 2023 – September 30, 2024)

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 2023 – September 2024	\$249,998	The goal of this project, in its second year of funding, is to continue research initiated in the first year of funding with a focus on increasing the breadth and depth of the research in order to create journey maps and personas. Utilizing focus groups, town hall sessions, structured interviews, and surveys, if applicable; and reaching out to all targeted populations (i.e., general, Haitian American, and Hispanic American); the research will focus on what resources family members use, what barriers they face, and what elements would	October 2023 – January 2024 Phase 1 of the research has been completed and a comprehensive research report submitted. There were 506 participants representing 51 of Florida's 67 counties and diverse cultural groups including White, Black, Hispanic, Haitian, Asian, American Indian, Polynesian, and Mixed-Race communities were engaged. Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), I/DD, and behavior disorder were the four leading disabilities identified. Planning for Phase 2 has begun with a Steering Committee meeting, the preparation of materials for IRB approval, and the

				strengthen the usefulness of the information throughout the lifespan.	<p>compilation of a list of community groups to host focus groups.</p> <p>February 2024-May 2024 February 2024-May 2024 With an eye towards the implementation stage, staff worked with the provider to fine tune the research parameters using 7 domains and 5 age ranges. This direction was shared with the Steering and Content Committees. A schedule for structured interviews and small group meetings has been established. IRB approval submitted.</p>
Access to Services through Knowledge: Translating Research into Application					<p>February 2024-May 2024 The bid for this phase of the ASK project was released this quarter and awarded to Mathematica, Inc. The contract has been signed and is scheduled to begin</p>

					4/15/2024. An initial meeting between both ASK Providers is scheduled.
Goal 2: Home- and Community-Based Delivery Systems					
Best Practices in Case Management	Mathematica, Inc.	September 2022 – September 2024	\$538,894 (\$199,839, September 2022-23; \$339,055 September 2023-24)	In its first year of funding, between September 2022 and September 2023, this project sought 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. Representatives from multiple agencies that provide case management services to individuals with I/DD were brought together to work collaboratively in the development of a tool to evaluate case management services received to ensure a more uniform quality of	October 2023 – January 2024 This quarter, the project held its first of two workgroup meetings on December 5, adding several new members to the group. The instruments for individuals with I/DD and caregivers will remain the same for now with a shift to focus on managed care organizations (MCOs) for the instruments for case managers and their supervisors. The research design to continue evaluating these instruments was presented and includes approximately 30 interviews for individuals with I/DD and caregivers. Support coordinators under APD will also be interviewed. A MCO in Miami-Dade County providing service to the elderly will be interviewed. MCOs in three states that provide services to those with I/DD will be interviewed too. They include

				<p>case management across agencies and service systems in Florida.</p> <p>The project was amended in September 2023 to allow for an additional year of work to continue the research elements (e.g., testing and refinement) of the tools being developed, and additional funding was added to the original contract.</p>	<p>Iowa, Delaware, and Arizona. IRB approval has been obtained.</p> <p>February 2024-May 2024 During this time period, interviews were conducted to evaluate the case management tools. As of March 21, 2024, all interviews with people with I/DD, and with caregivers were completed; 7/7 interviews with MCO case managers; 9/10 interviews with APD and Early Steps support coordinators; and 3/3 interviews with state-level MCO organizations (Delaware, Iowa, and Kansas) were completed. Interviews are being transcribed and coded for themes. Most individual and family interviews were with individuals with I/DD but autism, CP, Down syndrome, and “others” were represented.</p>
Researching Provider Solutions	Mathematica, Inc.	January 2023 – March 2024	\$248,761	This research study, in its first year of funding, will explore the issue of locating, funding, training, and retaining individuals to provide	<p>October 2023 – January 2024 The draft research report for this project was received mid-December. All research results for the survey and interviews</p>

				<p>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</p>	<p>are in and analysis has been completed.</p> <p>February 2024-May 2024 An amendment was signed in March 2024 to extend the work with Mathematica on this project. The final report was submitted and is available on the FDDC website. During the next 6 months, an environmental scan will be conducted to find how other states, as well as Florida, have legislated solutions to the DCW shortage. Focus groups will then be conducted to see how individuals with I/DD and family members feel about potential legislative solutions that were found through the research.</p>
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				fulfill their needs for services and support.	
Measuring Service Quality	Mathematica, Inc.	October 2022 – September 2024	\$530,847 (\$199,907, September 2022-23; \$330,940, October 2023-24)	<p>In its first year of funding, between October 2022 and September 2023, this project developed 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 also being developed in a manner to be used as a quality improvement measure by service providers to evaluate their services and supports over time.</p> <p>The project was amended in September 2023 to allow for an additional</p>	<p>October 2023 – January 2024 Measuring Service Quality has more narrowly focused their work following their presentation at our September Council meeting. They are going to focus on the residential toolkit first and create an instrument for individuals with I/DD and one for caregivers. They have created a draft of each of the instruments and they look much more in line with what we were hoping to achieve. They shared the draft with three content experts who provided feedback and those ideas were incorporated into the instruments.</p> <p>February 2024-May 2024 During this time period, interviews were being held with individuals with I/DD and caregivers to evaluate the Residential quality measures tool in the two levels developed. All 15/15 individuals with I/DD were interviewed and 15/15 caregivers were interviewed.</p>

				<p>year of work to continue the research elements (e.g., testing and refinement) of the tools being developed, and additional funding was added to the original contract.</p>	<p>Of those interviewed, 11 currently live in a group residential setting; 4 have lived in a residential setting in the past 3 years; and 9 plan to live in a group setting, but have never done so. Participants come from all six of the APD regions, with the most in Central region. Three of 21 completed were done in Spanish.</p>
Addressing the Behavior Therapist Shortage	University of Florida (UF) Board of Trustees	September 2023 – September 2024	\$300,000	<p>In its second year of funding, 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 focus on developing a strategic plan to increase recruitment and retention of behavior therapists resulting in training activities for both Board-Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs) in challenging behavior. A</p>	<p>October 2023 – January 2024 This project is just getting underway for the 2024 year. They held a second meeting with the Program Director on December 7 and made plans for their first work group meeting. The advisory committee has been gathered to provide input for all activities.</p> <p>February 2024-May 2024 During this period, an advisory meeting was held on January 22, 2024. A list of key components of comprehensive training in assessment, treatment, and management of dangerous and destructive behavior was developed for 14 training</p>

				plan to develop an internship for lead behavior analysts will also be completed.	modules. Many of the modules are under development. A survey to gather information about the specific behaviors being treated by behavioral providers was developed. A list of ABAI accredited academic training programs and Verified Course Sequences in applied behavior analysis was developed and is ready for release. A list of trainings offered through universities and organizations in crisis prevention and management was also developed. FABA training was also surveyed and provided in this list. A document entitled, Overview of Staff Training Research for Managing Challenging Behavior, was developed. A final Strategic Plan and Priorities document was also developed to address the shortage of behavioral providers.
Dual Diagnosis Training	The National Association for the Dually Diagnosed (NADD)	September 2023 – September 2024	\$173,010	During Year 2 of the project, NADD developed and piloted virtual and face-to-face training in dual diagnosis to family members, agency	October 2023 – January 2024 The first work group meeting was held November 29 and was well attended. NADD is developing their research approach to survey the area of

				<p>employees, and school personnel. Six 2-hour modules were offered that included:</p> <p>Understanding Dual Diagnosis Basics, Working Effectively with Autistic People, Augmentative Communication, Crisis Prevention and Intervention, Positive Supports and Wellness, and Trauma-Informed Care. The need to develop and provide more intensive training in crisis that would include prevention, intervention, and post-crisis strategies became apparent from the input that the advisory committee provided. Year 3 of the project will pilot training in these areas.</p>	<p>crisis in dual diagnosis to serve as the basis of their future training.</p> <p>February 2024-May 2024 During this period, NADD held an advisory meeting on February 16, 2024. A research report to inform the training that will be developed was submitted. Strategies for preventing, mitigating, or addressing the consequences of a crisis situation were listed with the research base for their use and effectiveness provided. A draft of the annotated strategies for dual diagnosis training curricula development was also developed. Organizations that might serve as a distribution list for piloting the training curricula were also provided to FDDC. A meeting was held with the APD training department to discuss inclusion of these modules in the state TRAIN system.</p>
Training First Responders	Florida Atlantic University Board of Trustees	September 2023 – June 2024	\$150,000	In its first year of funding, the project developed two 2-hour training sessions, provided virtually: one for law	<p>October 2023 – January 2024 The first workgroup meeting was held November 15, and the training plan was shared with the group for input. An</p>

				<p>enforcement officers and one for emergency medical responders. The trainings were offered multiple times as pilots to gain feedback for improving the offerings. An asynchronous version of the trainings was also developed and is housed on a Canvas site.</p> <p>In its second year of funding, the project will continue to convene the Training First Responders Advisory Committee to provide input and recommendations, develop train-the-trainer curriculum for supervisors to deliver training, create a new multi-component training manual for supervisors/trainers, and provide a report of findings from follow-up data on the Year 1 trainings.</p>	<p>outline for the train-the-trainer manual was presented.</p> <p>February 2024-May 2024 Drafts of train-the-trainer curriculum models for both law enforcement professionals and emergency medical personnel were developed. The PowerPoint presentations, participant handbooks, and trainer manuals for each target population were submitted to FDDC and will be reviewed by the second advisory committee meeting scheduled for April 2024.</p>
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Goal 3: Aging Caregivers					
Aging Generations' Expectations in Developmental Disabilities (AGEDD)	Margaret Lynn Duggar & Associates, Inc.	September 2023 – September 2024	\$100,000	In its fourth year of work, this project will continue to convene and facilitate key stakeholder groups; convene and support 11 Communities of Practice (CoPs) in building knowledge and working relationships between Aging and I/DD service providers; and convene and assess the status of three established community partnerships.	<p>October 2023 – January 2024 This quarter, the provider has focused on coordinating meetings and beginning the transition to a Communities of Practice (COP) format. She has held the first meetings with Sarasota and Hillsborough County. Multiple other meetings will occur during December and January. At each meeting, she introduces the concept of Communities of Practice, reviews the work plan for 2023-2024, and solicits requests for technical assistance.</p> <p>February 2024-May 2024 There are currently 18 counties involved in the Community of Practice (CoP). There were seven meetings held during this time period and more are scheduled throughout the year. Current themes of interest that have arisen within the groups are transportation, housing, case management, cross-referrals and training.</p>

Researching Aging Caregiving Families (Strive to Thrive: Supporting Families Across the Aging and DD Networks Research Project)	The Board of Trustees of the University of Illinois	May 2023 – March 2024	\$139,633	<p>In its first year of funding, the University of Illinois Chicago, Institute on Disability and Human Development will conduct research to identify the factors that allow families of aging individuals with I/DD and their family members/caregivers to thrive. An environmental scan of the literature on thriving across the aging and I/DD communities will be conducted. A mixed methods research study that uses focus groups/interviews (i.e., qualitative component) and surveys (i.e., quantitative component) to obtain information about the lived experiences of those that thrive will be implemented. This will inform the creation of family-focused resources for individuals with I/DD and their family caregivers to help them thrive.</p>	<p>October 2023 – January 2024 The provider, with input from the Aging Caregivers Task Force/Strategic Alliance Team (SAT), developed a working definition of thriving as an improvement in quality of life, satisfaction, physical and mental health outcomes, and increased social participation. The focus this quarter is the completion of the Environmental Scan. They reviewed 1424 unduplicated peer-reviewed articles using five search strategies/databases. Four significant terms and additional synonymous search terms were utilized. They were:</p> <ol style="list-style-type: none"> 1. Aging 2. Intellectual & Developmental Disability 3. Families 4. Thriving <p>The draft Environmental Scan was submitted in December 2023.</p> <p>February 2024-May 2024 The Environmental Scan was completed and approved at</p>
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					the end of last quarter. The provider has focused on developing survey and focus group instruments. These will be translated into Spanish and there will be some Easy Read versions. Individuals may also fill the instruments out with assistance from a project staff person. The Aging Task Force has been very involved in selecting and planning possible focus group locations. Their suggestions included: Tallahassee, Jacksonville, Miami-Dade (Spanish) and Tampa.
Goal 4: Self-Advocacy Leadership					
Florida SAND Fellows Leadership Program	Pathways Resolution Center, Inc. Doing Business As (dba) OMS, Inc.	September 2023 – August 2024	\$300,000	The goal of this project, in its eighth 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	October 2023 – January 2024 Eight Fellows continued to take part in this leadership program, with a new Fellow joining the beginning of 2024. The provider continued weekly training for the Fellows. Fellows continue to support the statewide self-advocacy organization, FL SAND, through management of the Florida Self-Advocate Central communication hub (e.g., social media, newsletter/listserv, blog, and

				<p>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>two websites) as well as facilitating monthly self-advocacy calls. Fellows supported two webinars on the Home- and Community-Based Settings Rule for self-advocates and sent out a robust newsletter. Support of FL SAND board meetings also remained a function of the Fellows' work. The Fellows and the provider completed recordings for the online training platform module, Route to Self-Determination Train-the-Trainer, which will launch this program year. The Fellows continue to support FL SAND's leadership through mentoring and supported the FL SAND leadership in developing a 2024 legislative platform. The Fellows are in the process of planning for their 2024 DD Day activities as well.</p> <p>February 2024-May 2024 Seven Fellows took part in DD Day 2024 in Tallahassee, participating in at least 23 meetings (6 Senators, 16 Representatives, and 1 staff in the Florida Attorney General's</p>
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					<p>Office). The Fellows developed and presented their project efforts and shared their advocacy experiences during the DD Day dinner. The Fellows also covered a self-advocate exhibitor booth at DD Day. The Fellows continued to support FL SAND with training and technical assistance, supporting board meetings, monthly statewide self-advocate calls, and managing the communication hub. In 2024, the Fellows' monthly self-advocacy newsletters become more robust and independently developed. The Fellows also provided support to FL SAND regional groups related to their bylaws. The Fellows program is recruiting for one open Fellow slot and will be beginning full recruitment over the spring and summer for the next group of new Fellows. The Fellows are preparing for their Family Café self-advocacy presentation and exhibitor booth as well as planning for additional self-advocacy presentations and the launch of the Route to</p>
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					Self-Determination Train-the-Trainer module.
Partners in Policymaking Coordinator	Stacey Hoagland	August 2023 – August 2024	\$65,000	The goal of this project, in its ninth year of funding with the 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 2023 – January 2024 The PIP 2023-2024 class is in the midst of completing its 5th session, with graduation occurring February 2024. This PIP class will also take part in DD Day 2024. Participants are in the process of determining their projects to impact their community and are holding a mock testimony event at the end of January. The PIP coordinator continues to provide training and technical assistance to PIP Alumni through quarterly training Zoom opportunities. The 6 regional coalitions developed through the Advocacy Summit, which were assumed under PIP as part of its graduate engagement efforts, are working to complete their regional plan actions steps and will be reporting on progress in early 2024. The PIP Coordinator has continued to support regions following the in-person June 2023 event, joining virtual meetings, and providing follow-up resources.

					<p>February 2024-May 2024</p> <p>Twenty-one (21) advocates graduated from the 2023-2024 Partners in Policymaking class this past February. This included four (4) self-advocates and seventeen (17) family members. Amanda Ranochak, was awarded the 2024 Wesley Award at the PIP graduation ceremony. Nineteen (19) of the 2023-2024 PIP class took part in DD Day 2024. They held at least 40 meetings with their policymakers (15 Senators, 1 Senate Committee, 1 Florida Governor’s Office staff, and 23 Representatives). The application period for the 2024-2025 PIP class began March 1, and will close on June 30. Many applications have been submitted to date. A 7-person selection committee has been chosen from graduate applications. The venue and speakers have been selected for the 2024-2025 PIP class. The PIP Coordinator continues to hold quarterly trainings for PIP graduates as well as providing support to the PIP Regional</p>
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					Graduate Coalition, which met virtually at the end of January, reporting progress on housing and transportation.
Partners in Policymaking Curriculum Project	Autistic Self Advocacy Network (ASAN): Pending verification of mandatory terms and conditions and successful contract negotiation	May 2023 – September 2024	\$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 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	October 2023 – January 2024 The advisory committee for this project has met three times, providing significant lived-experience advisement regarding the project. To date, a curriculum outline, as well as Sessions 1-2 curriculum and associated materials, have been developed. The end of 2023 to early 2024 has included training reviewers beginning to review developed curriculum and associated materials. From September 2023 – February 2024, ASAN staff have and will continue to virtually attend PIP 2023-2024 class sessions as passive observers to view how program components flow together. This will support curriculum development. This curriculum will greatly enhance the Council's ability to serve Floridians with intellectual disabilities through meaningful participation in PIP and has important

				integrated into this program.	<p>implications across the nation with likely future replication in other states.</p> <p>February 2024-May 2024 The advisory committee has met four times. The provider has completed its PIP class of 2023-2024 passive observer role, attending all six sessions. Curriculum reviewers have reviewed Sessions 1-2 with implementation of recommendations being conducted based on lived experience input. Sessions 1-6 curriculum and associated materials have all been developed and will be continually enhanced through lived-experience input throughout the duration of the contract.</p>
Goal 5: Broad Systems Change/Emerging Needs					
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	October 2023 – January 2024 During the final stage of this project, feedback from the participants in the pilot program was incorporated and the curriculum made available to relevant stakeholders using internet

				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.	platforms (e.g., FL DD Council, FCSUA, Think College). The curriculum will be broadly promoted to agencies, organizations, and institutions invested in supporting youth leadership and postsecondary education throughout the state, including current institutions of higher education, Project 10, FCSUA, FL SAND, and others. February 2024-May 2024 This activity has been completed.
Advocacy and Communications Cross-Cutting Systems Change Projects					
Easy Read	Dale DiLeo Consulting	September 2023 – September 2024	\$85,575	This consulting agreement provides for translation of selected Council documents into Easy Read and/or Plain Text formats.	October 2023 – January 2024 The 2024 Legislative Platform was translated into Plain Language format. February 2024-May 2024

					The 2023 Annual Report has been drafted in Plain Language and is under production.
Spanish Translation	Lingua School, Inc. d.b.a. Lingua Language Center	September 2023 – September 2024	\$30,000	This consulting agreement provides for translation of selected Council documents into Spanish or other languages deemed appropriate.	October 2023 – January 2024 The 2024 Legislative Platform was translated into Spanish and made available on the FDDC website. February 2024-May 2024 No documents were translated into Spanish during this time period.
Communications	RB Oppenheim Associates, Inc.	October 2023 – September 2024	\$120,000	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.	October 2023 – January 2024 Focus has been on planning for DD Day and DD Month including the Idelio Award, dinner invitation, website updates, legislative platforms, and toolkit. The first part of a video project focusing on “Our Care Matters” was completed. A special “spotlight” series was started and highlighted caregivers and a transportation project. A special research edition of the newsletter was created and distributed. Ongoing social media activity has been maintained.

					<p>February 2024-May 2024</p> <p>Weekly 2024 Capitol Updates were sent out and for the first time, a survey has been sent out seeking feedback for improving the design and content. DD Day and Month activities included the public launch of the Our Care Matters campaign, Phase 2 filming and editing and a social media campaign. Continued social media focus with multiple spotlight pieces including the Treasure Coast Transportation project, Caregivers and local events/news. The "FDCC Communications" newsletter was distributed monthly. Work continued on the Advocacy Toolkit including new topics and new design.</p>
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\$1,446,092

\$924,972

\$374,974

- \$249,998

- \$200,000

- \$100,000

- \$521,120**

\$171.120

- 46

links to resources for the ASK Platform; and 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 collaboration to support the ASK Research Provider in the qualitative research process; continue to develop personas and build journey maps for each age group within the life span and domains 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:** \$150,000
 - **\$150,000** in funds will be used to continue collaboration to support the ASK Research Provider in the qualitative research process; continue to develop personas and build journey maps for each age group within the lifespan and domains 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; and gather feedback from family members regarding the personas and journey maps.
- **ASK Web-based Platform IT Developer/Programmer**
 - **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 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; and participate in Steering Committee meetings.

<i>Grant Award Years</i>	21 & 22	2023	2024	2025	
	10/1/2020 9/30/2024	10/1/2022 9/30/2024	10/1/2023 9/30/2025	10/1/2024 9/30/2026	
<i>State Plan Years</i>	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Goals:					
1. Access to Services					1,446,092
R&D for Statewide Access to Svcs Info System	374,974	249,998	200,000	100,000	924,972
ASK Personas & Journey Mapping Expert Content Dvlpr		100,000	271,120	150,000	521,120
ASK Web-based platform and training			-	-	-

2. Home- & Community-Based Delivery Systems **\$5,420,156**

- **Best Practices in Case Management** **\$1,039,894**
 - **Years 1 – 2:** **\$199,839**
 - **\$199,839** in funds were used to hire Mathematica to develop competencies and pilot test the tool.

○ Year 3:	\$339,055
▪ \$339,055 in funds are being used to continue work that focuses on the review and implementation of the case management competency tool by revising the competency tool that was pilot tested. Interviews of individuals with I/DD, family members and caregivers, support coordinators from the Agency for Persons with Disabilities (APD) and Early Steps, and case managers from managed care organizations (MCOs) are being conducted to get feedback on the instruments. The instruments for case managers to self-assess and for their supervisors to use as an evaluative tool are being revised to serve the MCO community.	
○ Year 4:	\$276,000
▪ \$276,000 in funds will be used to finalize testing of the four case management tools following the feedback received during interviews conducted in Year 3 and subsequent revisions made. Continued work with state agency and MCO personnel to facilitate adoption of the tools across service systems will occur. The project will investigate technology options to distribute the instrument to people with I/DD, families/caregivers, providers, and their supervisors, and collect data.	
○ Year 5:	\$225,000
▪ \$225,000 in funds will be used to implement the case management tools via the technology option selected.	
• Researching Provider Solutions	\$808,013
○ Year 1: No funds were expended.	
○ Years 2 – 3:	\$354,013
▪ \$354,013 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.	
▪ \$105,252 in funds were used through an amendment to continue the project from March 29, 2024 through September 27, 2024 to update and continue the advisory committee; conduct an environmental scan of legislation in Florida and other states focused on strengthening the direct labor force; conduct four focus groups to gather in-depth information and perspectives of the I/DD community; and analyze legislative environmental scan findings and integrate the focus group findings into a memo that shares findings and their implications for future FDDC priorities to address the shortage of direct care workers.	
○ Year 4:	\$202,000
▪ \$202,000 in funds will be used to conduct an environmental scan, researching models to serve as the foundation for a pilot program where an organization will	

provide a Direct Support Professional (DSP) preparation curriculum (e.g., provider agency, high school, technical college, or state college). The project will identify follow up data of DSPs who have completed similar credentialing programs for evaluating length of employment, satisfaction with employment, and advancement in the field.

- **Year 5:** \$252,000
 - **\$252,000** in funds will be used to develop a new DSP preparation/credentialing program and explore a partnership between parent organizations and a DSP preparation program to create a new source of DSPs to support individuals with I/DD and their families.

- **Measuring Service Quality** **\$998,797**
 - **Years 1 – 2: (No funds were expended in Year 1; Year 2, \$217,857)** \$217,857
 - **\$217,857** in funds were 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 assessing 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 assess their services and supports over time.
 - **Year 3:** \$330,940
 - **\$330,940** in funds are being used to develop tool(s) to measure service quality for employment, adult day training, and residential programs; and to review the tool up to three times after cognitive testing and workgroup feedback, and after content validity and workgroup feedback. Interviews are being conducted using the residential tool with individuals with I/DD and family members/caregivers. Interviews are also being conducted with residential service providers and other experts to assess the residential tool. Tools for employment and adult day training will follow.
 - **Year 4:** \$225,000
 - **\$225,000** in funds will be used to pilot and revise residential tool(s) as necessary based on individuals with I/DD and family member feedback from interviews held during Year 3 and to begin development of tools for use to assess employment and adult day training programs for people with I/DD and family members.
 - **Year 5:** \$225,000
 - **\$225,000** in funds will be used to pilot test the employment and adult day training instrument, release the residential tool, and train families on how to use them.

- **Behavior Therapist Shortage** **\$1,095,425**
 - **Years 1 – 2: (\$195,425, 15 ½ month project)** \$195,425
 - **\$195,425** in funds were 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 are being used to create priorities and a strategic plan to increase the number and retention of available behavior therapists; develop training for addressing challenging behaviors for behavior therapists; conduct a literature review of current training practices; develop a resource list of currently available training and resources; implement pilot training in addressing challenging behaviors for behavior therapists; finalize curriculum for behavior therapists based on pilot training feedback; plan for curriculum dissemination; and develop an internship plan for intensive training for supervisory behavior therapists/lead analysts.
- **Year 4:** \$300,000
 - **\$300,000** in funds will be used for continuation of the project to manualize the competency-based curriculum and continue evaluating implementation; conducting a combination of virtual and in-person module-based trainings with Board Certified Behavior Analysts (BCBAs) and other behavior therapists seeking more advanced training; hosting didactic modules and other resourced tools; and developing the infrastructure and measures that would result in sustainability of the internship and training program.
- **Year 5:** \$300,000
 - **\$300,000** in funds will be used for continuation of the project to implement systematic dissemination and the sustainability plan to expand to other systems for widespread implementation of the internship and training curriculum models (e.g., universities, community agencies, CARD centers).
- **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 were 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 are being used to continue work with NADD to develop a comprehensive set of research-based crisis prevention, crisis intervention, and post-crisis strategies that specifically address the needs of individuals with I/DD and mental health conditions; pilot the usage of the set of crisis prevention, crisis intervention, and post-crisis strategies; and develop an in-person, digital, and asynchronous training focused on crisis prevention, intervention, and non-

aversive approaches to behavior management, including collaborative problem solving.

- **Year 4:** \$229,824
 - **\$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. The project will provide training to provider organizations (e.g., Arc, Goodwill) focused on crisis prevention, intervention, and non-aversive approaches to behavior management, including collaborative problem-solving; finalize training curricula based upon training the providers and developing a dissemination plan; conduct national research on best practices from other states on state agency collaboration and integrated service planning; convene a state agency leader work group and develop the structure for a pilot program to be implemented in Year 5 that would incorporate collaboration and integrated services planning for individuals with complex support needs.
- **Year 5:** \$225,000
 - **\$225,000** in funds will be used to continue work with NADD to conduct national research on existing peer support models, develop a Peer Support Program for families in Florida to utilize in supporting each other during times of crisis and as needed for social support and engagement; pilot the Peer Support Program in six regions of Florida with at least 12 families representative of people living with I/DD and complex behavioral challenges; and pilot the program developed in Year 4 that would incorporate collaboration and integrated service planning for individuals with complex support needs based on state agency work and structures.
- **First Responder Training** \$625,242
 - **Year 1: No funds** were plotted or expended.
 - **Year 2:** \$149,990
 - **\$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:** \$150,000
 - **\$150,000** in funds are being used to continue work with FAU to develop and provide train-the-trainer training for law enforcement and emergency medical supervisors. The project will develop training for supervisors to deliver; create a manual for trainers; pilot test supervisory training; evaluate supervisor training; and report follow-up data on first responder training.
 - **Year 4:** \$175,262
 - **\$175,262** in funds will be used to continue work with FAU to pilot test curriculum with medical personnel and emergency responders and to coach train-the-trainers (supervisors) in their first training [i.e., one 4-hour training with Law Enforcement Officers (LEO) and one 4-hour training with Emergency Medical

Responders (EMS)] and provide feedback. Funds will also be used to train CARD on the project and use of the materials; incorporate the Florida SAND Fellows into the training; and develop an article for the Florida Department of Law Enforcement Missing Endangered Person Information Clearinghouse (FDLE MEPIC).

- **Year 5:** **\$149,990**
 - **\$149,990** in funds will be used to continue work with FAU to maintain and expand the advisory committee; conduct an environmental scan to identify technical colleges, state colleges, and universities in Florida that offer certifications and/or degrees in criminal justice or emergency medical services; and develop a curriculum unit on individuals with I/DD to support knowledge of this population, frequent situations that result in interaction with law enforcement officers and emergency medical responders, communication strategies, behavior management, sensory management, and proper physical handling.

<i>Grant Award Years</i>	21 & 22	2023	2024	2025	
	10/1/2020 9/30/2024	10/1/2022 9/30/2024	10/1/2023 9/30/2025	10/1/2024 9/30/2026	
<i>State Plan Years</i>	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					5,420,156
Best Practices in Case Management	529,215	9,679	276,000	225,000	1,039,894
Researching Provider Solutions	119,419	234,594	202,000	252,000	808,013
Measuring Service Quality	548,797		225,000	225,000	998,797
Behavior Therapist Shortage	156,569	338,856	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	150,000	175,262	149,990	625,242
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3. Aging Caregivers **\$1,021,633**

- **Aging Generations' Expectations in Developmental Disabilities (AGEDD) Community of Practice (CoP)** **\$730,100**
 - **Year 1:** **\$155,100**
 - **\$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
 - **\$150,000** in funds were 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.
- **Year 3:** \$100,000
 - **\$100,000** in funds are being used to continue collaboration with the State Level Coalition, transition collaboration from individual counties of Communities of Practice to regional Communities of Practice, identify common themes of interest from the Communities of Practice and address identified technical assistance needs.
- **Year 4:** \$125,000
 - **\$125,000** in funds will be used to continue collaboration with the State Level Coalition, transition collaboration from individual counties of Communities of Practice to regional Communities of Practice, identify common themes of interest from the Communities of Practice and address identified technical assistance needs; and plan for an Aging Caregivers Summit to be held in 2026.
- **Year 5:** \$200,000
 - **\$200,000** in funds will be used to conduct an Aging Caregivers Summit with representation from the Communities of Practice for the purposes of creating action and sustainability plans and to a conduct a post-Summit Zoom meeting near the close of the project year.
- **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
 - **\$139,633** in funds were 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 included 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. Interviews may be substituted for focus groups if recruitment/scheduling is difficult. The project will culminate with submission of a final research report with recommendations and a plan for dissemination of results.

- **Year 5: No funds** are plotted.

<i>Grant Award Years</i>	21 & 22 10/1/2020 9/30/2024	2023 10/1/2022 9/30/2024	2024 10/1/2023 9/30/2025	2025 10/1/2024 9/30/2026	
<i>State Plan Years</i>	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Goals:					
3. AGING CAREGIVERS	-	-	-	-	1,021,633
Aging Caregivers Roadmap Initiative	305,100	100,000	125,000	200,000	730,100
Researching Aging Caregiving Families	9,000	10,366	55,388	216,779	291,533
Aging Caregivers Collaborative Training	-	-	-	-	-

4. Self-Advocacy Leadership

\$2,827,695

- **Florida SAND**

\$1,508,912

- **Years 1 – 2: \$608,912 (Year 1: \$287,870, Year 2: \$321,042)**

\$608,912

- **\$608,912** in funds were used in Year 1 and 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 501c3 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 organization 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 501c3 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. Year 4 may also include training delivered through a statewide self-advocacy conference.

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| <ul style="list-style-type: none"> Partners in Policymaking (PIP) Coordinator <ul style="list-style-type: none"> Years 1 – 2: \$104,500 <ul style="list-style-type: none"> \$104,500 in funds were 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, as well as support the six Regional Graduate Coalitions (Advocacy Summit activities subsumed under PIP). Years 3 – 5: \$195,000 (\$65,000 anticipated annually) <ul style="list-style-type: none"> \$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, as well as support the six Regional Graduate Coalitions (Advocacy Summit activities subsumed under PIP). | <p>\$299,500</p> <p>\$104,500</p> <p>\$195,000</p> |
| <ul style="list-style-type: none"> Partners in Policymaking (PIP) Travel/Supports <ul style="list-style-type: none"> Years 1 – 2: <ul style="list-style-type: none"> \$158,616 in funds were 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) <ul style="list-style-type: none"> \$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. | <p>\$608,616</p> <p>\$158,616</p> <p>\$450,000</p> |
| <ul style="list-style-type: none"> Partners in Policymaking (PIP) Curriculum Strand <ul style="list-style-type: none"> Year 1: No funds were plotted or expended. Years 2 – 3: \$224,716 (\$224,716 – 5 months, Year 2; and 12 months, Year 3) <ul style="list-style-type: none"> \$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 – 15-month project <ul style="list-style-type: none"> \$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. Year 5 <ul style="list-style-type: none"> 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. | <p>\$374,716</p> <p>\$224,716</p> <p>\$150,000</p> |

April 23, 2024

- **PIP Regional Graduate Coalition** **\$35,951**
 - **Year 1: No funds** were plotted.
 - **Year 2:** **\$35,951**
 - **\$35,951** in funds were 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.

<i>Grant Award Years</i>	21 & 22	2023	2024	2025	
	10/1/2020	10/1/2022	10/1/2023	10/1/2024	
	9/30/2024	9/30/2024	9/30/2025	9/30/2026	
	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
<i>State Plan Years</i>					
Goals:					

4. SELF ADVOCACY LEADERSHIP	-				2,827,695
Florida SAND	608,912	300,000	300,000	300,000	1,508,912
Partners in Policymaking Coordinator	104,500	65,000	65,000	65,000	299,500
Partners in Policymaking Travel/Supports	158,616	150,000	150,000	150,000	608,616
Partners in Policymaking Curriculum Strand & Travel	62,824	161,892	150,000	-	374,716
PIP Regional Graduate Coalition	35,951				35,951
	-				

5. Broad Systems Change/Emerging Needs	\$2,430,739
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- **Years 1 – 2: \$2,023,997**
- **Emerging Needs Years 3 – 5: (\$281,551 in Year 3, \$0 in Year 4, and \$97,612 in Year 5)** \$379,163
 - **Years 3 – 5: \$379,163** 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.

<i>Grant Award Years</i>	21 & 22	2023	2024	2025	
	10/1/2020	10/1/2022	10/1/2023	10/1/2024	
	9/30/2024	9/30/2024	9/30/2025	9/30/2026	
<i>State Plan Years</i>	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Goals:					

5. Broad Systems Change/Emerging Needs	-				2,430,739
Programmatic Reserve (1.5%)	45,346	236,205	-	97,612	379,163
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	62,675				62,675
National Project SEARCH Research	144,325	11,236			155,561
Project SEARCH Adult Model	778,951	495			779,446
Black ASD	256,757	432			257,189
Advocacy Summit	197,853				197,853
Collier Area Transportation Voucher Project (TVP)	13,978				13,978
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	5,412,815	2,352,525	2,724,594	2,656,381	13,146,315

Advocacy/Communications

\$1,233,929

- **Years 1 – 2: \$302,026** \$302,026
- **Years 3 – 5: \$931,093 (\$308,284 In Year 3, \$310,000 in Year 4, and \$313,619 in Year 5)** \$931,903
 - **\$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.

<i>Grant Award Years</i>	21 & 22	2023	2024	2025	
	10/1/2020	10/1/2022	10/1/2023	10/1/2024	
	9/30/2024	9/30/2024	9/30/2025	9/30/2026	
<i>State Plan Years</i>	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Goals:					
State Plan Goal Related	98,119	115,575	170,000	170,000	553,694
Public Policy	16,287	65,861	40,000	40,000	162,148
Communications	187,620	126,848	100,000	103,619	518,087
Subtotal - ADVOCACY & COMMUNICATIONS	302,026	308,284	310,000	313,619	1,233,929
Total	5,714,841	2,660,809	3,034,594	2,970,000	14,380,244

Other

\$378,190

- **Years 1 – 2: \$118,190** \$118,190
- **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.
- **Years 4 – 5: \$200,000** \$200,000
 - **\$200,000** in funds will be used to secure a provider to develop the Council's Statewide Comprehensive Review and Analysis for the 2027-2031 Five-Year State Plan.

April 23, 2024

<i>Grant Award Years</i>	21 & 22	2023	2024	2025	
	10/1/2020	10/1/2022	10/1/2023	10/1/2024	
	9/30/2024	9/30/2024	9/30/2025	9/30/2026	
<i>State Plan Years</i>	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Goals:					
Other					
Task Force Travel/Misc	2,469	5,000	5,000	5,000	17,469
Program Evaluation (Performance Measures Data System)	30,000	15,000	15,000	15,000	75,000
Consultant - Project Evaluation	80,408	5,313	-	-	85,721
State Plan Comprehensive Review and Analysis	-	75,000	125,000	-	200,000
OTHER					
Subtotal - OTHER	112,877	100,313	145,000	20,000	378,190

GRAND TOTAL

Grand Total - Program Funds	5,827,718	2,761,122	3,179,594	2,990,000	14,758,434
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***Assumptions: Program funding is \$3,179,594 for Year 4 of the State Plan and \$2,990,000 for Year 5.**

Grant Award Years	21 & 22	2023	2024	2025	Total
	10/1/2020	10/1/2022	10/1/2023	10/1/2024	
	9/30/2024	9/30/2024	9/30/2025	9/30/2026	
State Plan Years	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	
Goals:					
1. Access to Services					1,446,092
R&D for Statewide Access to Svcs Info System	374,974	249,998	200,000	100,000	924,972
ASK Personas & Journey Mapping Expert Content Dvlpr		100,000	271,120	150,000	521,120
ASK Web-based platform and training			-	-	-
2. Home & Community Based Delivery System					5,420,156
Best Practices in Case Management	529,215	9,679	276,000	225,000	1,039,894
Researching Provider Solutions	119,419	234,594	202,000	252,000	808,013
Measuring Service Quality	548,797		225,000	225,000	998,797
Behavior Therapist Shortage	156,569	338,856	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	150,000	175,262	149,990	625,242
	-				
3. AGING CAREGIVERS	-				1,021,633
Aging Caregivers Roadmap Initiative	305,100	100,000	125,000	200,000	730,100
Researching Aging Caregiving Families	9,000	10,366	55,388	216,779	291,533
Aging Caregivers Collaborative Training	-	-	-	-	-
4. SELF ADVOCACY LEADERSHIP	-				2,827,695
Florida SAND	608,912	300,000	300,000	300,000	1,508,912
Partners in Policymaking Coordinator	104,500	65,000	65,000	65,000	299,500
Partners in Policymaking Travel/Supports	158,616	150,000	150,000	150,000	608,616
Partners in Policymaking Curriculum Strand & Travel	62,824	161,892	150,000	-	374,716
PIP Regional Graduate Coalition	35,951				35,951
	-				
5. Broad Systems Change/Emerging Needs	-				2,430,739
Programmatic Reserve (1.5%)	45,346	236,205	-	97,612	379,163
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	62,675				62,675
National Project SEARCH Research	144,325	11,236			155,561
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Total	5,714,841	2,660,809	3,034,594	2,970,000	14,380,244

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	10/1/2020	10/1/2022	10/1/2023	10/1/2024	
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<i>State Plan Years</i>	State Plan Years 1 & 2	State Plan Year 3	State Plan Year 4	State Plan Year 5	Total
Other					
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Program Evaluation (Performance Measures Data System)	30,000	15,000	15,000	15,000	75,000
Consultant - Project Evaluation	80,408	5,313	-	-	85,721
State Plan Comprehensive Review and Analysis	-	75,000	125,000	-	200,000
OTHER					
Subtotal - OTHER	112,877	100,313	145,000	20,000	378,190
Grand Total - Program Funds	5,827,718	2,761,122	3,179,594	2,990,000	14,758,434
<i>Assumptions:</i>					
<i>Program funding is \$3,179,594 for Year 4 of the State Plan</i>					
<i>and \$2,990,000 for Year 5.</i>					



FINANCE COMMITTEE MEETING
Thursday, May 16, 2024

Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, Florida 32809
(407) 859-1500
11:15 a.m. – 12:15 p.m.

OUR MISSION

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

11:15 a.m.	Call to Order Welcome & Roll Call	<i>Dennis Hart, Chair</i>
11:15 a.m. – 11:20 a.m.	Approval of Minutes (A) Minutes for 1/27/22**	<i>Dennis Hart, Chair</i>
11:20 a.m. – 11:40 a.m.	Review/Discussion of Financials (B) Administrative Budget/Actual 10/1/23-3/31/24	<i>Dennis Hart, Chair & Lisa Taylor, CFO</i>
11:40 a.m. – 12:10 p.m.	Review/Approval of Draft Accounting Manual** (C) Accounting Manual	<i>Dennis Hart, Chair & Lisa Taylor, CFO</i>
12:10 p.m. – 12:15 p.m.	Public Comment	<i>Dennis Hart, Chair</i>
12:15 p.m.	Meeting Adjourned	<i>Dennis Hart, Chair</i>

**** Items that require vote**

**Finance Committee
Meeting Minutes
Thursday, January 25, 2024**

Members Present: Dennis Hart, Finance Chair, Sarah Goldman (via Zoom), and Caitlyn Clibbon

Members Absent: Kali Wilson

Other Council Members Present: Eddie Hall, Acting Chair, Denise Anderson, Tina Cordova, Jennifer Duggar, Enrique Escallon, Elly Hagen, Yolanda Herrera, Arizona Jenkins, Danielle McGill, Carla Mercer, Susan Nipper, Michael Sayih, Jean Sherman, and Charlotte Temple

Guests Present: Delia Finnerty, CPA and James Dilworth, CPA from Law Redd, Crona & Munroe, CPAs via Zoom

Staff Present: Lisa Taylor, Valerie Breen, Margaret Hooper, Sheila Gritz-Swift, Sue Kabot, Jamie Mayersohn, Monica Moye, Jan Pearce, and Kristin Vandagriff

The meeting was called to order by Chair Hart at 10:33 a.m. and quorum was established.

I. Approval of Meeting Minutes

Action Taken: Clibbon made a motion to accept the minutes of 9/21/23 as presented. Goldman seconded. Motion passed unanimously.

II. Approval of Audited Financial Statements for the fiscal year ending 9/30/23

Hart asked Delia Finnerty, CPA and James Dilworth, CPA with Law Redd, Crona, & Munroe, P.A. to present the audited financial statements for the year ending 9/30/23. FDDC received an 'unmodified opinion' on the financial statements. This is the highest level that can be achieved. There were no audit findings. Finnerty indicated the audit process went smoothly and thanked FDDC staff for the work they do to make it smooth.

Escallon congratulated staff on the clean audit. Escallon asked if there were any findings in the last couple of years. The auditor denoted there have not been any findings. The board governance letter and management letter were also discussed by auditor, Delia Finnerty. The governance letter includes a summary of accounting estimates, footnote disclosures, and journal entries, and notes if there are any challenges with management of which there were not. The management letter includes two recommendations: 1) management should review and update the accounting policies manual to assure it is still effective for the organization, and 2) the manual should then be reviewed and then formally approved by the Council. Internal controls are recommended to be discussed by the Council annually. Escallon asked about the management letter regarding oversight of the Council and noted that financial oversight is the responsibility of Council members. Clibbon asked if certain policies were identified to be included in the manual and if any specific parts of the manual needed attention. The auditors reported that a few sections were identified, like the travel policy being updated and needing to be incorporated, as well as a few others. Escallon asked if any policy was lacking. It was noted that the policies exist, they just need incorporated into the manual, no new policies were noted to need to be created.

Dr. Hart directed members to vote on the auditors' report and recommendations. It was noted that Lisa Taylor has a timeline to complete the manual and it will be reviewed at the September, 2024 meeting.

Action Taken: Clibbon made a motion to accept the audit report and the recommendations contained in the management letter for the fiscal year ending 9/30/23 as presented. Goldman seconded. Motion passed unanimously.

III. Financials 10/01/23 through 11/30/23 Administration Budget/Actual

Hart presented the budget to actual expenditures for the two-month period ending 11/30/23. This two-month period represents 17% of the budget with actual expenditures aligning with the budget at approximately 17%. Hart highlighted multiple line-items noting some line-item expenditures are typically paid annually as opposed to monthly. Expenses appear to be in line with what we would expect for this period. Jenkins asked if there were emergency funds for an unknown expense. Lisa Taylor described the programmatic reserve for funds to be used as needed for emerging needs or needs for operations. Should additional budget funding be needed, a request would be made to use some of those funds. The policy can be found in the board governance manual. Lisa Taylor described how money was set aside for certain projects and how funds were earmarked to assure funds will not revert to the federal government

IV. Financials 10/01/22 through 9/30/23 Administration Budget/Actual

Hart presented the budget to actual expenditures for the fiscal year ending 9/30/23. The report shows our cumulative expenditures for the last fiscal year, with a surplus in funds of \$302,521. In accordance with FDDC policies, these funds have been transferred to Programmatic Reserve. These funds have been earmarked for state plan activities which were approved at the May 2023 meeting.

V. Public Comment

Hart asked if there was any public comment. There was none.
Hart adjourned the meeting at 10:56 a.m.

DRAFT

Profit & Loss Budget vs. Actual with Administration Programmatic Breakdown
Cumulative Expenditures 10/01/23 through
3/31/24

				A		=	B	+	C
				12 month					
				Expenditures	(Under) Budget		Allocation		
				Mar-24	\$ Over Budget				
				Administration					
				Annual Budget					
Expense							Administration		Programs
2024 Administrative									
24 Computer Expenses				59,500.00	36,941.57	(22,558.43)	17,686.00		19,255.57
24 Dues				22,000.00	186.25	(21,813.75)	83.00		103.25
24 Education/Training				7,000.00	3,367.75	(3,632.25)	1,490.00		1,877.75
24 Insurance-General				13,857.00	0.00	(13,857.00)	0.00		0.00
24 Office Supplies & Expense									
24 Bank Charges				2,150.00	198.00	(1,952.00)	91.00		107.00
24 Office Supplies & Expense - Other				9,970.00	3,330.76	(6,639.24)	1,632.00		1,698.76
Total 24 Office Supplies & Expense				12,120.00	3,528.76	(8,591.24)	1,723.00		1,805.76
24 Payroll									
24 Benefits									
24 STD, LTD and Life				8,350.00	3,983.64	(4,366.36)	1,928.00		2,055.64
24 Health Insurance				78,810.00	25,391.95	(53,418.05)	12,409.00		12,982.95
24 Dental Insurance				3,100.00	1,191.30	(1,908.70)	591.00		600.30
24 AFLAC				16,640.00	7,710.70	(8,929.30)	3,758.00		3,952.70
24 Retirement									
24 Retirement Administration				6,500.00	1,650.00	(4,850.00)	778.00		872.00
24 Retirement Contributions				54,617.00	18,157.54	(36,459.46)	8,682.00		9,475.54
Total 24 Retirement				61,117.00	19,807.54	(41,309.46)	9,460.00		10,347.54
Total 24 Benefits				168,017.00	58,085.13	(109,931.87)	28,146.00		29,939.13
24 Workers Comp Insurance				2,558.00		(2,558.00)	0.00		0.00
24 Payroll Taxes				100,764.00	41,123.84	(59,640.16)	19,473.00		21,650.84
24 Employee Gross				1,259,662.00	565,513.32	(694,148.68)	271,751.00		293,762.32
24 Temporary Labor-Consultant SGS				0.00	16,550.00	16,550.00	7,754.00		8,796.00
Total 24 Payroll				1,531,001.00	681,272.29	(849,728.71)	327,124.00		354,148.29
24 Professional Fees									
24 Contract				25,000.00	1,181.25	(23,818.75)	88.37		1,092.88
24 Legal Fees				12,000.00	3,776.81	(8,223.19)	1,831.00		1,945.81
24 HR Consultant				16,000.00	9,815.75	(6,184.25)	5,044.63		4,771.12
24 Audit & 990				22,000.00	18,755.00	(3,245.00)	9,804.00		8,951.00
Total 24 Professional Fees				75,000.00	33,528.81	(41,471.19)	16,768.00		16,760.81
24 Postage				3,500.00	1,829.62	(1,670.38)	936.00		893.62
24 Rent									
24 Equipment Rental				6,250.00	2,501.58	(3,748.42)	1,191.00		1,310.58
24 Building Rent				99,525.00	51,578.43	(47,946.57)	24,567.00		27,011.43
Total 24 Rent				105,775.00	54,080.01	(51,694.99)	25,758.00		28,322.01
24 Telephone				5,900.00	2,216.45	(3,683.55)	1,050.00		1,166.45
24 Travel Council & Staff				87,000.00	41,227.92	(45,772.08)	19,464.00		21,763.92
24 Employee Morale				500.00	224.39	(275.61)	108.00		116.39
24 Board Development				6,000.00	0.00	(6,000.00)	0.00		0.00
Total 2024 Administrative				1,929,153.00	858,403.82	(1,070,749.18)	412,190.00		446,213.82
Total Award				4,451,007.00			9.26%		10.03%

ACCOUNTING MANUAL



Effective Date(s) of Accounting Policies

The effective date of all accounting policies described in this manual is May 17, 2024

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Introduction

This accounting manual provides an overview of the accounting policies and procedures applicable to the Florida Developmental Disabilities Council, Inc., which shall be referred to as “Florida Developmental Disabilities Council, Inc.,” FDDC, or “the Organization” throughout this manual.

Florida Developmental Disabilities Council, Inc. is incorporated in the state of Florida. Florida Developmental Disabilities Council, Inc. is exempt from federal income taxes under IRC Section 501 (c)(3) as a nonprofit corporation. FDDC’s tax-exempt mission is to advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities. This manual shall document the financial operations of the Organization. Its primary purpose is to formalize accounting policies and selected procedures for the accounting staff and to document internal controls.

If a particular grant or award has provisions that are more restrictive than those in this manual, the more restrictive provisions are applicable for that grant or award.

Effective Date(s) of Accounting and Financial Policies

The effective date of all accounting and financial policies described in this manual is May 17, 2024. If a policy is added or modified after this date, the effective date of the new/revised policy will be indicated parenthetically immediately following the policy heading.

The contents of this manual are the official policies and documented procedures of the Organization by the Council Members, Executive Director, and Chief Financial Officer. All The Florida Developmental Disabilities Council staff members are bound by the policies and procedures herein, and any deviation is prohibited.

Fiscal Year-End of Organization

The Florida Developmental Disabilities Council will operate on a fiscal year that begins on October 1st and ends on September 30th.

Basis of Accounting

The Florida Developmental Disabilities Council’s fiscal year-end financial statements are prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP). Monthly financial statements are prepared using cash basis of accounting to align with budgeting and federal reporting.

Accounting Software

Accounting transactions, including payroll transactions, will be processed and reports produced using QuickBooks Online Accounting Software.

GENERAL POLICIES

FINANCE DEPARTMENT OVERVIEW

Organization Structure

The finance department consists of two staff who manage and process financial information for Florida Developmental Disabilities Council, Inc. The positions comprising the finance department of FDDC, and the abbreviations of each position used throughout this manual, are as follows:

Chief Financial Officer (CFO)
Accountant (A)

Other officers and employees of FDDC who have financial responsibilities, and the abbreviations of each position used throughout this manual, are as follows:

Executive Director (ED)
Treasurer (TR)
Executive Committee (EC)
Finance Committee

Department Responsibilities

The primary responsibilities of the accounting department consist of:

General ledger transactions and reconciliations
Budgeting
Cash Management
Asset Management
Purchasing
Accounts Receivable management
Invoice and Billing
Cash Receipts
Accounts Payable
Cash Disbursements
Payroll and Retirement Processing
Financial Statement Preparation
External Reporting of Financial Information
Bank Reconciliation
Reconciliation of Subsidiary ledgers
Compliance with Government Reporting Requirements
Annual financial statement Audit
Leases
General Insurance

Standards for Financial Management Systems

In accordance with 2 CFR Part 200.302(b), of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* [45 CFR Part 75.302(b), of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*], The Florida Developmental Disabilities Council maintains a financial management system that provides for the following. Specific procedures to conduct these standards are detailed in the appropriate sections of this manual.

1. Identify, in all its accounts, all federal awards received and expended and the federal programs under which they were received. (2 CFR Part 200.302(b)(1)) [45 CFR 75.302(b)(1)]
2. Provide accurate, current, and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements of 2 CFR Parts 200.327 [45 CFR Parts 75.341], *Financial Reporting*, and 200.328 [75.342], *Monitoring and Reporting Program Performance*, and/or the award.
3. Maintain records that identify adequately the source and application of funds for federally funded activities. These records will contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be fully supported by source documentation.
4. Establish effective control over and accountability for all funds, property, and other assets. The Florida Developmental Disabilities Council will adequately safeguard all such assets and ensure they are used solely for authorized purposes.
5. Prepare comparisons of expenditures with budget amounts for each award.
6. Maintain information that relates financial data to performance accomplishments and demonstrates cost effective practices as required by funding sources. (2 CFR Part 200.301 [45 CFR Part 75.301], *Performance Measurement*)
7. Establish written procedures to minimize the time elapsing between the transfer of funds and disbursement. Advance payments are limited to the minimum amount needed and be timed to be in accordance with actual, immediate cash requirements. (2 CFR Part 200.305 [45 CFR Part 75.305] *Payment*.) See written procedures in the CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.
8. Establish written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the 2 CFR Part 200 [45 CFR Part 75] *Subpart E, Cost Principles*, and the terms and conditions of the award.

Internal Controls

System of Internal Controls

The financial policies and procedures in this manual provide one piece of FDDC's system of internal controls. The policies in this manual reflect decisions made by the council and management and the procedures reflect the steps or actions to implement a policy. The system of internal control is affected by all its employees and council members and is designed to provide reasonable assurance regarding the achievement of the Organization's reporting, operating, and compliance objectives.

In accordance with Standards for Financial Management Systems, the Organization will provide effective control over and accountability for all funds, property, and other assets. The Florida Developmental Disabilities Council will adequately safeguard all such assets and ensure assets are used solely for authorized purposes.

See Internal Control Narratives for the following:

- Cash Receipts
- Cash Disbursements
- Bank Activity
- Credit Card
- Payroll

BUSINESS CONDUCT

Code of Ethics

FDDC's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. A Code of Ethics offers a set of values, principles, and standards to guide employees.

Confidentiality Policy

The Florida Developmental Disabilities Council respects the privacy of its providers, former providers, donors, staff, and volunteers. As a basic component of business ethics, employees, volunteers, and council members will take care to ensure that personal information, financial information, and proprietary information remain confidential and not be disclosed or discussed with anyone without permission or authorization from the individual and the Executive Director. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left out in the open or inadvertently shared.

Confidentiality is the safeguarding of privileged information. The Florida Developmental Disabilities Council's personal and confidential information, including protected personally identifiable information

(PPII). Unauthorized disclosure of confidential information could result in legal liability, damage to relationships with employees, volunteers, providers, and the public.

Compliance With Laws, Regulations and Organization Policies

FDDC does not tolerate the willful violation or circumvention of any federal, state, local, or foreign law by an employee during that person's employment; nor does the Organization tolerate the disregard or circumvention of FDDC's policies or engagement in unscrupulous dealings.

The performance of all levels of employees is measured against the implementation of the provisions of these standards. Employees will cooperate with management and authorities regarding any investigation into the violation of policies and statutes.

Disciplinary Action

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Organization or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be offered an opportunity to explain their action before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against anyone in management who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

See Employee Handbook

FRAUD

Scope

FDDC requires members to observe high standards of business ethics in the conduct of their duties and responsibilities. Employees and representatives of the FDDC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

This policy applies to any fraud or suspected fraud involving employees, and representatives of FDDC. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with FDDC.

Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any fraud detected or suspected must be reported immediately, in accordance with the Whistleblower Policy.

Actions Constituting Fraud

The terms fraud, defalcation, misappropriation, and other fiscal irregularities refer to, but not limited to:

1. Any dishonest or fraudulent act.
2. Violations of federal, state, or local laws.
3. Theft, embezzlement, or other misappropriation of assets, including assets of or intended for FDDC, as well as those for our providers, contractors, suppliers, and others with whom the Organization has a business relationship.
4. Forgery or alteration of any documents, for bank drafts, timesheets, contracts, purchase orders, receiving reports or any other financial document.
5. Forgery or alteration of a check, bank draft, or any other financial document.
6. Misappropriation of funds, supplies, equipment, or other assets.
7. Impropriety in the handling or reporting of money or financial transactions.
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to FDDC.
9. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
10. Any similar or related irregularity

Whistleblower Protection

FDDC will not retaliate against a whistleblower. This includes, but is not limited to, protection from harassment and retaliation in the form of adverse employment actions such as termination, compensation decreases, or poor work assignments, and threat of physical harm. Any whistleblower who believes they are retaliated against must contact the Human Resources representative immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

See Employee Handbook – Whistleblower Policy and Code of Conduct

SECURITY

Finance Department

A lock will be maintained on the door leading into the Chief Financial Officer's office. This door shall be closed and locked in the evenings. The key to this lock will be provided to the accountant and the executive director.

The FDDC's blank check stock shall be stored in a locked filing cabinet in the Chief Financial Officer's office to limit access to blank check stock.

Petty cash is stored in a locked cash box which has a combination lock. The petty cash box shall be stored in a locked filing cabinet in the CFO's office. The Petty Cash Custodian, (Accountant) the Executive Director, and the Chief Financial Officer will be the only employees with combination to the petty cash box.

Access to Electronically Stored Accounting Data

It is the policy of FDDC to utilize passwords to restrict access to accounting software and data. Only duly authorized accounting personnel with data input responsibilities will be assigned passwords that allow access to the system.

Accounting personnel are expected to keep their passwords secret and to change their passwords on a regular basis. The administration of QuickBooks access shall be performed by the Chief Financial Officer.

Each password enables a user to gain access to only those software and data files necessary for each employee's required duties.

Storage of Sensitive Data

In addition to accounting and financial data stored in the Finance Department, other sensitive data, including protected personally identifiable information (PII), such as social security numbers of employees and/or consultants may be stored in areas other than the Finance Department. Locations of sensitive data include, but are not limited to:

1. Other departments such as Contracts and Administration
2. Electronic or on-line storage
3. Off-site storage

Record Retention and Destruction

FDDC is required to operate under Florida's open government laws, commonly referred to as the Government in the Sunshine Law and the Public Records Act, which are found in section 286.011, Florida Statutes and Chapter 119, Florida Statutes, respectively. As a result, records must be retained and may only be destroyed or otherwise disposed of in accordance with a retention schedule established in accordance with section 257.36(6), Florida Statutes. Failure to retain these records for those minimum periods could subject the Council to penalties and fines and seriously disadvantage the Council in litigation.

All files, both hard copy and electronic, will be labeled with subject, year (if applicable), and destruction date. Electronic copies will be saved in SharePoint or external storage drives. Hard copies should be stored in file cabinets or archived in the storage area.

Destruction/Disposition

During the month of December for each calendar year, employees will identify all records that are scheduled for destruction/disposition based on the timeframe stipulated in policy. All such identified records and required related information will be submitted to the Executive Director for approval on the Proposed Records Disposition Report prior to disposition/destruction. For the records approved for destruction/disposition, the Executive Director will identify the category of records that must be destroyed and those that can be disposed of without destruction. A Record Disposition Journal will be maintained of all records destroyed or disposed of.

Storage of Back-Up Files

It is the policy of FDDC to maintain back-up copies of electronic data files off-site in a secure, fire-protected environment. Access to back-up files shall be limited to individuals authorized by management.

General Office Security

During normal business hours, all visitors are required to check in with the Contracts and Operations department. After hours, a security code is required for access to the offices of FDDC. Security codes are issued by the Contracts and Operations department.

See Record Retention and Destruction Policy

See Florida Sunshine Law Public Records Act

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all financial transactions of FDDC and is supported by subsidiary ledgers that provide details for certain accounts. The general ledger is the foundation for the accumulation of data and production of reports.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system, and therefore the basis for the accounting system. The chart of accounts consists of account titles and account numbers assigned to the titles. General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense and gain and loss account.

FDDC's chart of accounts is comprised of six types of accounts:

1. Assets
2. Liabilities
3. Net Assets
4. Revenues
5. Expenses
6. Transfers and Allocations

In compliance with the Standards for Financial Management Systems, FDDC will identify in its accounts all federal awards received and expended and the federal programs under which they were received. *(2 CFR Part 200.302(b)(1)) [45 CFR 75.302(b)(1)]* to comply with this regulation, account segments will be used to identify federal awards received and expended.

There are two classifications of accounts: real accounts and nominal accounts. Real accounts are assets, liabilities, and net assets accounts and they appear on the statement of net position. Nominal or temporary accounts are revenue and expense accounts, as well as gain and loss accounts, and they appear on the statement of revenues, expenses, and changes in fund net position. FDDC's nominal accounts are annually closed or zeroed out, but real accounts are permanent.

Distribution of Chart of Accounts

All employees involved with account coding responsibilities (assignment or review of coding), or budgetary responsibilities will be issued a current chart of accounts. As the chart of accounts is revised, an updated copy of the chart of accounts shall be distributed.

Control of Chart of Accounts

The chart of accounts is monitored and controlled by the Chief Financial Officer. The CFO is responsible for the handling of all account maintenance, such as additions and deletions. Any additions or deletions of accounts should be approved by the CFO, who ensures that the chart of accounts is consistent with the organizational structure of FDDC and meets the needs of each program goal area.

Account Definitions

General Ledger
Account Range

Category
Assets

Definition

Assets are probable future economic benefits obtained or controlled by the organization because of past transactions or events. Assets of FDDC are classified as current assets, fixed assets, contra-assets, and other assets.

Current assets are assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities. Examples are cash, and receivables that will be collected within one year of the statement of financial position date.

Fixed assets are tangible assets with a useful life of more than one year that are acquired for use in the operation of the organization and are not held for resale.

Contra-assets are accounts that reduce asset accounts, such as accumulated depreciation.

Other assets include long-term assets that are assets acquired without the intention of disposing of them in the near future.

Liabilities

Liabilities are probable future sacrifices of economic benefits arising from present obligations of the organization to transfer assets or provide services to other entities in the future because of past transactions or events. Liabilities of FDDC are classified as current or long-term.

Current liabilities are probable sacrifices of economic benefits that will occur within one year of the date of the financial statements or which have a due date of one year or less. Common examples of current liabilities include accounts payable, accrued liabilities, and deferred revenue.

Long-Term Liabilities are probable sacrifices of economic benefits that will occur more than one year from the date of the financial statements.

Net Position

Net Position is the difference between total assets and total liabilities. See the next section for FDDC's policies on classifying Net Assets.

Revenues

Revenues are inflows or other enhancements of assets, or settlements of liabilities, from delivering or producing goods, rendering services, or other activities that constitute an organization's ongoing major or central operations. Revenues of FDDC include contributions received from donors and grant awards.

Expenses

Expenses are outflows or other using up of assets or incurrences of liabilities from delivering or producing goods, rendering services, or conducting other activities that constitute FDDC's ongoing major or central operations.

Gains and Losses

Gains are increases in Net Assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the organization except those that result from revenues or contributions.

Losses are decreases in Net Assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the organization except those that result from expenses.

Gains or losses occur when FDDC sells a fixed asset or writes off as worthless a fixed asset with remaining book value.

Classification of Net Assets

Net Assets of the Organization shall be classified as follows:

Net Investment in Capital Assets – This category includes the value of capital assets, such as land, buildings, machinery, and infrastructure, net of accumulation.

Restricted Net Assets – These are net assets with constraints imposed by external parties, such as laws, regulations, or agreements. The restrictions may stipulate how the assets can be used or when they can be spent.

Unrestricted Net Assets – These are Net Assets that are not subject to external restrictions. They can be used at the FDDC's discretion to finance its operations and meet its obligations. Unrestricted net assets are often used for general activities.

Changes to the Chart of Accounts

Additions to, deletions from, or any other changes to the standard chart of accounts shall only be done with the approval of the Chief Financial Officer.

Accounting Estimates

FDDC utilizes estimates in the preparation of its interim and annual financial statements. Examples of estimates include:

1. Useful lives and residual values of property and equipment
2. Fair market values of donated assets
3. Cost allocation calculations

The CFO will reassess, review, and approve all estimates on a yearly basis. All conclusions, bases, and other elements associated with each accounting estimate will be documented in writing. All material estimates and changes in estimates will be disclosed to the Executive Director, the Finance Committee, and the external audit firm.

Disclosure regarding estimates will describe the nature of the estimate's uncertainty and will indicate that it is at least reasonably possible that a change in the estimate may occur in the near term (i.e., within one year of the date of the annual financial statements).

Journal Entries

All general ledgers entries that do not originate from a subsidiary ledger shall be supported by journal vouchers or other documentation, which shall include a reasonable explanation of each entry.

Examples of such journal entries include:

1. Recording of Payroll
2. Recording Bank Charges
3. Recording Voided Checks
4. Recording of noncash transactions
5. Corrections of posting errors
6. Non-recurring accruals of income and expenses

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of fixed assets
2. Amortization of prepaid expenses

3. Accruals of recurring expenses
4. Amortization of deferred revenue
5. Amortization of lease

Recurring journal entries will be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal voucher.

All journal entries not originating from subsidiary ledgers will be authorized in writing by the CFO by initialing or signing the entries. The Executive Director reviews and approves journal entries monthly.

Reconciliation of Accounts

To ensure the accuracy of the Florida Developmental Disabilities Council's financial reporting, FDDC will prepare and document reconciliations of asset and liability general ledger accounts for each reporting period. Reconciliations will prove that the balances presented in the general agree with independent supporting documentation (i.e., bank statements, physical inventory counts, etc.). Subsidiary ledger accounts are reconciled to its general ledger account (control account) annually with closeout.

Any discrepancies will be immediately investigated and resolved in a timely manner.

Spreadsheet Management

Spreadsheets are an integral component of FDDC's information and decision-making framework to assist in the tracking and processing of financial and business information. Significant spreadsheets used, support the following functions:

- **Financial reporting**– these spreadsheets directly determine financial statement transaction amounts or balances that are subsequently recorded in the general ledger, function as a key control in the financial reporting process (e.g., balancing and/or reconciling significant accounts) or create or support financial reports or disclosures.
- **Analytical**- these spreadsheets are used to support the management decision-making process.
- **Operational**- these spreadsheets are used to facilitate tracking and monitoring of expenditures to support operational processes, unpaid invoices, or other information.

POLICIES ASSOCIATED WITH REVENUES AND CASH RECEIPTS

REVENUE

Revenue Recognition Policy

FDDC receives revenue from types of transactions. Revenue from each of these types of transactions is recognized in the financial statements of FDDC in the following manner:

1. **Grant income** - Monthly accrual based on incurrence of allowable costs (for cost-reimbursement awards) or based on other terms of the award (for fixed price, unit-of-service, and other types of awards)
2. **Contributions** - Recognized as income when received, unless accompanied by restrictions or conditions (see the next section on contribution income)

CONTRIBUTIONS RECEIVED

Definitions

The following definitions shall apply with respect to the policies described in this section:

Contribution A receipt of cash or other assets (property, etc.) including promises to give, collections, similar assets to FDDC, or a reduction, settlement, or cancellation of FDDC's liabilities, in a voluntary nonreciprocal transfer by another entity or individual. A contribution may or may not include a donor-imposed condition or restriction.

Donor Imposed Condition - A donor-imposed stipulation that represents a barrier that must be overcome before the recipient is entitled to the assets transferred or promised. Failure to overcome the barrier gives the contributor a right of return of the assets it has transferred or gives the contributor a right of release from its obligation to transfer the property.

Donor Imposed Restriction - A donor-imposed stipulation that specifies a use for the contributed asset that is either limited to a specific time period, specific program or service, or is more specific than broad limits resulting from the nature of the Organization, the environment in which it operates, and the purposes specified in FDDC's Articles of Incorporation and Bylaws. Restrictions on the use of an asset may be temporary or permanent.

Exchange Transaction - A reciprocal transaction in which FDDC and another entity each receive and sacrifice something of approximately equal value.

Nonexchange Transaction – One entity receives something of value without directly giving value in exchange.

Nonreciprocal Transfer - A transaction in which an individual or entity incurs a liability or transfers assets to FDDC without directly receiving value in exchange.

Promise to Give - A written or oral agreement to contribute cash or other assets to FDDC.

Distinguishing Contributions from Exchange Transactions

FDDC receives income in the form of contributions, revenue from exchange transactions, and income from activities with characteristics of both contributions and exchange transactions. FDDC shall consider the following criteria, and any other relevant factors, in determining whether income will be accounted for as contribution income, exchange transaction revenue, or both:

1. FDDC 's intent in soliciting the asset, as stated in the accompanying materials.
2. The expressed intent of the entity providing resources to FDDC (i.e., does the resource provider state its intent is to support FDDC 's programs or that it anticipates specified benefits in exchange?).
3. Whether the method of delivery of the asset is specified by the resource provider (exchange transaction) or is at the discretion of FDDC (contribution).
4. Whether payment received by FDDC is determined by the resource provider (contribution) or is equal to the value of the assets/services provided by FDDC, or the cost of those assets plus a markup (exchange transaction).
5. Whether there are provisions for penalties (due to nonperformance) beyond the amount of payment (exchange transaction) or whether penalties are limited to the delivery of assets already produced and return of unspent funds (contribution).
6. Whether assets are to be delivered by FDDC to individuals or organizations other than the resource provider (contribution) or whether they are delivered directly to the resource provider or to individuals or organizations connected to the resource provider.

Accounting for Contributions

FDDC shall recognize contribution income in the period in which the Organization receives restricted or unrestricted assets in nonreciprocal transfers, or unconditional promises of future nonreciprocal asset transfers, from donors. Contribution income shall be classified as increases in unrestricted, temporarily restricted, or permanently restricted Net Assets based on the existence or absence of such restrictions.

Unconditional promises to give shall be recorded as assets and increases in temporarily restricted Net Assets (contribution income) of FDDC in the period that FDDC receives evidence that a promise to support the Organization has been made.

Unconditional promises to give that are to be collected within one year shall be recorded at their face value, less any reserve for uncollectible promises, as estimated by management.

Unconditional promises to give that are collectible over time periods of more than one year shall be recorded at their discounted net present value.

Discounts on such promises to give shall be recorded as contribution income in each period leading up to the due date of the promise to give.

The interest rate that shall be used in calculating net present values of unconditional promises to give is the risk-free rate of return available to FDDC at the time the Organization receives a promise from a donor.

When the final time or use restriction associated with a contributed asset has been met, a reclassification between temporarily restricted and unrestricted Net Assets shall be recorded.

When it receives support in the form of volunteer labor, FDDC shall record contribution income and assets or expenses if one of the following two criteria is met:

1. The contributed service creates or enhances a nonfinancial asset (such as a building or equipment), or
2. The contributed service possesses all three of the following characteristics:
 - a. It is the type of service that would typically need to be purchased by FDDC if it had not been contributed,
 - b. It requires specialized skills (i.e., formal training in a trade or profession), and
 - c. It is provided by an individual possessing those specialized skills.

Contributed services that meet one of the two preceding criteria shall be recorded at the fair market value of the service rendered.

Receipts and Disclosures

FDDC and its donors are subject to certain disclosure and reporting requirements imposed under the Internal Revenue Code and the underlying regulations. To comply with those rules, FDDC shall adhere to the following guidelines with respect to contributions received by the Organization.

For any separate contribution received by FDDC, it shall provide a receipt to the donor. The receipt shall be prepared by the accountant. All receipts prepared by FDDC shall include the following information:

1. The amount of cash received and/or a description (but not an assessment of the value) of any noncash property received.
2. A statement of whether FDDC provided any goods or services to the donor in consideration, in whole or in part, for any of the cash or property received by the Organization from the donor, and
3. If any goods or services were provided to the donor by FDDC, a description and good faith estimate of the value of those goods or services.

When FDDC receives cash more than \$75, or noncash property with a value more than \$75, as part of a quid pro quo transaction, the Organization shall follow additional disclosure procedures. For purposes of this paragraph, a "quid pro quo" transaction is one in which FDDC receives cash or property in a transaction that is part contribution and part exchange transaction (i.e. the value of the goods or services provided to the donor by FDDC is less than the value of cash or property provided by the donor).

In such instances, FDDC shall provide the donor with a receipt stating that only the amount contributed

more than the fair market value of the goods or services provided by FDDC may be deducted as a charitable contribution. The receipt shall also include a good faith estimate of the fair market value of the goods or services provided to the donor by FDDC.

It is the policy of FDDC to comply with all current federal and state rules regarding solicitation and collection of charitable contributions, whether specifically addressed in this manual or not, as well as all future revisions to those rules.

BILLING/INVOICING POLICIES

Classification of Income

All income received by FDDC is classified as "unrestricted", except for the following:

1. Grants and other awards received from government agencies or other grantors, which are classified as temporarily restricted
2. Special endowments received from donors requesting that these funds be permanently restricted for specific purposes

From time to time, FDDC may raise other forms of contribution income which carry stipulations that FDDC utilize the funds for a specific purpose or within a specified time identified by the donor of the funds. When this form of contribution income is received, FDDC shall classify this income as Temporarily Restricted income.

As with all Temporarily Restricted Net Assets, when the restriction associated with a contribution has been met (due to the passing of time or the use of the resource for the purpose designated by the donor), FDDC will reclassify the related fund balance from "Temporarily Restricted" to "Unrestricted" in its Statement of Net Position and reflect this reclassification as an activity in its Statement of Net Position.

Request for Reimbursement and Financial Reporting

The Florida Developmental Disabilities Council strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures, a grants budget, and a balance remaining column.

The Florida Developmental Disabilities Council will prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports will be the responsibility of the Chief Financial Officer. The CFO will submit the reports to the Executive Director for review and approval.

The following policies will apply to the preparation and submission of requests for reimbursement to funding agencies under awards made to The Florida Developmental Disabilities Council:

1. The Organization will request reimbursement after expenditures have been incurred unless an award specifies another method.

2. The FDDC will strive to minimize the time between receipt of advances of federal funds and disbursement of grant funds by issuing payments no later than 48 hours after verification of funds received. Also see “CASH DRAWDOWNS OF ADVANCES OF FEDERAL AWARDS” section of this manual.
3. If an award specifies a particular billing cycle, a schedule is established for each grant and contract to ensure that billings/invoices and request for reimbursements are made on a timely basis along with any other reporting that is required in addition to the financial reports.
4. Billings/invoices and Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice/reimbursement amounts.

Cash Drawdowns of Advances of Federal Funds

The Florida Developmental Disabilities Council will minimize the time elapsing between the transfer of funds to and disbursement of funds by The Florida Developmental Disabilities Council. Advance payments will be limited to the minimum amount needed and timed to be in accordance with actual, immediate cash requirements. (2 CFR Part 200.305 [45 CFR Part 75.305].)

Cash drawdowns of advances from federal agencies will be made in conjunction with the accounts payable and payroll schedule, based on need. The Florida Developmental Disabilities Council requires that federal funds be disbursed no later than 48 hours after verification of funds received.

CASH RECEIPTS

Overview

Cash (including checks payable to the organization) is the most liquid asset an organization has. Therefore, it is the objective of FDDC to establish and follow the strongest possible internal controls in this area.

In-House Cash Receipts Processing

For funds that are received directly at FDDC (i.e., by mail), cash receipts are centralized to ensure that cash received is appropriately directed, recorded, and deposited on a timely basis.

Mail is opened and a listing of cash/checks received shall be prepared. The individual preparing the daily list of receipts shall be someone that is not involved in the accounts receivable or accounts payable process.

A deposit slip is prepared from the cash/checks received and compared to the daily receipts listing for discrepancies. Deposits are prepared and taken to the bank by an individual other than the employee who prepared the daily cash receipts listing.

Endorsement of Checks

It is the policy of FDDC that all checks received that are payable to the Organization shall immediately be restrictively endorsed by the individual who prepares the daily receipts listing. The restrictive

endorsement shall include the following information:

1. For Deposit Only
2. Florida Developmental Disabilities Council

Timeliness of Bank Deposits

It is the policy of FDDC that bank deposits will be made weekly, unless the total amount received for deposit is less than \$500.

Reconciliation of Deposits

On a periodic basis, the Chief Financial Officer, who does not prepare the initial cash receipts listing or bank deposit, shall reconcile the listings of receipts to bank deposits reflected on the monthly bank statement. Any discrepancies shall be immediately investigated.

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

Overview

FDDC requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment.

The goal is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements. FDDC follows the regulations in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), including the procurement standards.

Ethical Conduct in Purchasing

Ethical conduct in managing the Organization's purchasing activities is an absolute essential. Staff must always be mindful that they represent the Council and share a professional trust with other staff.

Staff shall discourage the offer of, and decline, individual gifts, or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Gifts to the Organization, viewed as normal business incentives to obtain future Organization approved business such as for meeting sites, are acceptable.

Conflicts of Interest Prohibited Procurement Policy Language

No member of the Council or Staff thereof shall, either directly or indirectly, be a party to or be in any manner interested in any contract or agreement with the Organization for any matter, cause, or thing whatsoever by reason whereof any liability of indebtedness shall in any way to be created against the Organization. If any agreement or contract shall be made in violation of these regulations, the same shall be invalid, and no action shall be maintained thereon against the Organization.

Responsibility for Purchasing

With the approval of the FDDC's annual budget, the Executive Director or their designee are authorized to conduct purchasing in accordance with this policy. Any programmatic or administrative purchase requests outside the approved annual budget will be addressed in accordance with FDDC's Budget Policy.

Non-Discrimination Policy

All vendors/contractors who are the recipients of Organization funds, or who propose to perform any work or furnish any goods under agreements with FDDC shall agree to these important principles:

1. Vendors/Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex,

or national origin is a bona fide occupational qualification necessary to the normal operation of the vendors/contractors.

2. Vendors/contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Notices, advertisements, and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement

Procurement through a Competitive Process

To ensure full transparency in competitive procurement FDDC will:

1. Address any potential conflicts of interest.
2. Address any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
3. Ensure contractors and staff who develop or draft specifications, requirements, statements of work, or invitation for bids or request for proposals are excluded from competing for such procurements.
4. Award contracts to offerors/bidders whose product or service is most advantageous in terms of price, quality, and other factors.
5. Issue solicitations that clearly set forth all requirements to be evaluated.
6. Reserve the right to reject any and/or all bids and invitation for proposals when it is in the FDDC's best interest.
7. Not give preference to state or local geographical areas unless such preference is mandated by federal statute or specifically required for the scope of work to be provided.

Procurement Procedures

FDDC will:

1. Avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award.
2. Analyze lease and purchase alternatives, where appropriate, that would be the most economical and practical procurement when both lease and purchase alternatives are available and allowable to the program.
3. Encourage purchasers to enter state and local inter-governmental or inter-entity agreements, where appropriate, for procurement or use of common or shared goods and services.
4. Document the cost and price analysis associated with each procurement decision more than the simplified acquisition threshold (\$250,000) to be retained in the procurement files.
5. Ensure internal independent budget line-item estimates are determined prior to receiving bids, independent request for proposals or sole source.
6. Maintain a current list of all pre-qualified lists of persons, firms or products which are used in acquiring goods and services. This is to ensure qualified sources are maintained to ensure maximum full and open competition.
7. FDDC will maintain records sufficient to detail the history of procurement, including:
 - a. Rationale for the method of procurement,
 - b. Selection of contract type,
 - c. Contractor selection or rejection, and

- d. The basis for the contract price.
8. FDDC shall make all procurement files available for inspection upon request.
9. A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.
10. To the extent practical, FDDC will utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible.

Authorizations and Purchasing Limits

1. Procurement by micro-purchase (under \$50,000)
2. Procurement by small purchase procedures (between \$50,000 & \$250,000)
3. Procurement by competitive proposals (\$250,000) and higher
4. Procurement by noncompetitive proposals

Procurement Protest Procedures

Offerors/bidders will be notified in the original Request for Bid or Invitation of Proposal of FDDC's protest procedures. Offerors/bidders not selected under a competitive solicitation will be notified in writing or electronically that their bid or proposal was not accepted. FDDC's protest procedures will be made available upon request, including the name and address of a contact person, and a deadline for filing the protest.

Federally Funded Programs:

Purchases that will be charged to programs funded with federal awards will be subject to additional policies. These policies are described in a separate section, "Policies Associated with Federal Awards."

Risk Assessment:

In accordance with FDDC's Risk Assessment Policy, FDDC conducts a thorough risk assessment process prior to subcontracting with entities. This process involves reviewing and documenting several key aspects to ensure compliance and mitigate risks effectively. This includes review of the providers' Self-Assessment of risk, the Inherent Risk of the project, and the Provider Performance.

Based on the results of these assessments, FDDC utilizes a Risk Assessment Matrix and determines the level of risk associated with subcontracting with federal funds and develops appropriate mitigation strategies. These strategies may include additional monitoring and oversight, establishing clear contractual terms, providing technical assistance, or seeking alternative providers.

By adhering to the risk assessment process, FDDC aims to ensure that subcontracting with federal funds is done in a manner that is both compliant with regulations and conducive to the successful achievement of program objectives.

See Procurement Policy

See Protest Procedures

See Conflict of Interest Policy

See Risk Assessment Policy

ACCOUNTS PAYABLE MANAGEMENT

Overview

FDDC strives to maintain efficient business practices and good cost control. A managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and bank account reconciliation.

It is the policy of FDDC that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be supported by an approved purchase order where required by organization and should be reviewed and approved in accordance with the procurement thresholds and authorization limits established in the Procurement Policy prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements policies and procedures is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a weekly basis. Information is entered into the system from approved invoices or voucher packages with appropriate documentation attached.

It is the policy of FDDC that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records.

Invoices received via email will be printed, date-stamped, and initialed by the accountant.

Any additional copies of the emailed invoice will be deleted.

Establishment of Control Devices

The accountant establishes control of invoices as soon as invoices are received. Vendors, Providers, and Travelers will be instructed to mail all invoices directly to the finance department.

Upon receipt of invoices, each invoice shall be stamped with the "date received" stamp and distributed to the appropriate staff for approval.

Preparation of a Voucher Package

Where applicable, prior to any account payable being submitted for payment, a package called a "voucher package" shall be assembled. Each voucher package shall contain the following documents:

1. Vendor invoice (or employee expense report)
2. Packing slip (where appropriate)
3. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
4. Purchase order if applicable
5. Any other supporting documentation deemed appropriate

Processing of Voucher Packages

The following procedures shall be applied to each voucher package by the accountant:

1. Check the mathematical accuracy of the vendor invoice.
2. Compare the nature, quantity and prices of all items ordered per vendor invoice to the purchase order, packing slip and receiving report.
3. Code the invoice using the current chart of accounts.
4. Obtain the review and approval of the appropriate staff associated with the goods or services purchased.

Payment Discounts

To the extent practical, it is the policy of FDDC to take advantage of all prompt payment discounts offered by vendors. When the availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled to take full advantage of the discounts.

Employee Expense Reports

Reimbursements for travel expenses or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form (see further policies under "Travel") and travel authorization. All receipts must be attached, and a brief description of the business purpose of a trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor payment cycle.

Reconciliation of A/P Subsidiary Ledger to General Ledger

Annually, during closeout, the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total accounts payable general ledger account (control account). All differences are investigated, and adjustments are made, as necessary. The reconciliation and the results of the investigation of differences are reviewed and approved by the Chief Financial Officer.

Also monthly, the accountant shall perform the following procedures:

1. Check all statements received for unprocessed invoices.
2. Check the Purchase Order file for open P.O.'s that are more than 60 days old and follow up.

TRAVEL

Travel Advances

Funds may be advanced for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are limited to an amount up to 90% of the estimated travel costs. Travel advances are to be used only for the purpose intended.

Travel expenses are to be made in accordance with the travel policies as explained later in this section.

Employees and council members receiving travel advances are required to submit an expense report within 90 days of returning from travel.

Employee and Council Business Travel

At the conclusion of an FDDC business trip, an employee or member of the Council that has incurred business-related expenses should complete a Travel Reimbursement Form in accordance with the following policies:

1. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together)
2. Except for portage, tolls under \$3 per trip, per diem meals, and reimbursed mileage, all business expenses must be supported with invoices/receipts.
3. For all lodging and any expenditure other than meals, vendor receipts/invoices must be submitted. Credit card charge slips do not represent adequate supporting documentation.
4. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding passes).
5. Mileage may be reimbursed at the rate in accordance with FDDC's Travel Policy.
6. The business purpose of each trip must be adequately explained in each report.
7. The budget account must be identified for all expenditures.
8. All expense reports must be signed and dated by the traveler.
9. The Chief Financial Officer must approve all expense reports.
10. Only one expense report form should be prepared for each trip. Addendums will be allowed for omissions of reimbursement expenses.

An employee or Council Member will not be reimbursed for expense reports not meeting the preceding criteria. If the Expense Report results in a balance due to FDDC (because of receiving a travel advance greater than actual business expenditures), the employee or Council Member must attach a check or the balance due will be deducted from subsequent reimbursements.

No further travel advances will be issued to any traveler who has an outstanding balance due to FDDC from previous business trips.

Reasonableness of Travel Costs

FDDC shall reimburse travelers only for those business-related costs that are incurred. Accordingly, the following guidelines shall apply:

1. Suites and other upgraded rooms at hotels shall not be allowed; Travelers should stay in standard rooms
2. When utilizing rental cars, travelers should rent midsize or smaller vehicles
3. Reasonable tips for baggage handling shall be reimbursed up to \$10 per trip; No receipts are required

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

1. Air travel should be at coach class; First class air travel shall not be reimbursed unless there is a documented medical reason
2. Memberships in airline flight clubs or fees for Transportation Security Administration (TSA) precheck enrollment are not reimbursable
3. Cost of flight insurance is not reimbursable
4. When returning on a Sunday or departing on a Saturday to obtain a cost savings in airfare due to the Saturday-night stayover, travelers should provide a total cost comparison (showing that the lower airfare plus an extra night lodging is less costly than airfare without the Saturday night stayover)
5. Cost of upgrade certificates is not reimbursable
6. Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.)
7. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., FDDC will not reimburse for the personal legs of a trip)

Spouse/Partner Travel

FDDC will not reimburse any traveler for separate travel costs associated with their spouse or partner. The cost of a shared hotel room need not be allocated between employee/council member and spouse/partner for purposes of this policy.

Personal Support Provider and Respite/Childcare

FDDC will provide reimbursement for personal support and respite/childcare based on the level of support required for individuals to be fully included in FDDC sponsored activities. Reimbursement will be based on the level of need defined by the individual and designated staff member. The rate for reimbursement will be determined based on FDDC's Level of Support Reimbursement Matrix.

See Travel Policy

See Level of Need Policy

See Level of Need Form

See Personal Support Provider Policy

CASH DISBURSEMENTS POLICIES

Check Preparation/Electronic Funds Transfer Payments through the Automated Clearinghouse (ACH)

It is the policy of FDDC to print vendor checks and expense reimbursement checks on an as-needed basis. To the extent possible, checks shall be prepared by persons independent of those who initiate or approve expenditures.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the purchasing, accounts payable, and travel and business entertainment policies described in this manual
2. Timing of disbursements should be made to take advantage of all early-payment discounts offered by vendors
3. All vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services
4. Total cash requirements associated with each check run is monitored
5. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to an authorized check signer
6. Checks shall be utilized in numerical order (unused checks are stored in a locked file cabinet in the accounting department)
7. Checks shall never be made payable to "bearer" or "cash"
8. Checks shall never be signed prior to being prepared
9. Upon the preparation of a check, vendor invoices and other supporting documentation shall immediately be canceled to prevent subsequent reuse.

All vendor and expense reimbursements through ACH payments shall be processed in accordance with Numbers 1,2,3,4, 5, and 9 above.

Check Signing

All checks require two signatures. No checks shall be signed prior to the check being completed in its entirety (no signing of blank checks).

Check signers should examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about disbursement.

Use of Positive Pay System

The Florida Developmental Disabilities Council utilizes a "Positive Pay" system with its financial institution for all checks drawn on the operating account. With this system, the accountant electronically communicates to the financial institution a list of check numbers, amounts, and payees in connection with each check run. The financial institution will then notify the Chief Financial Officer if any check is presented for payment that does not match the three characteristics for valid checks.

The CFO and the Accountant will be the only persons authorized to communicate approval or denial of checks to the bank that have been flagged by the bank's positive pay system.

Mailing of Checks

After signature, checks are returned to the accountant to mail. Checks shall not be mailed by individuals who authorize expenditures.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments require approval from the Chief Financial Officer prior to initiating. Stop payments are processed through online banking. A journal entry is made to record the stop payment and any related bank fees.

Record-Keeping Associated with Independent Contractors

FDDC shall obtain a completed Form W-9 from all vendors to whom payments are made. A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

Organization-Issued Credit Cards or Purchasing Cards

The Florida Developmental Disabilities Council recognizes that there will be occasions when employees need to use an organization-issued credit card for travel or other organization-approved purposes. Therefore, at the discretion of the Executive Director, a corporate credit card may be issued to employees of FDDC.

The corporate credit card may only be used to charge legitimate, reasonable business expenses necessarily incurred during the course and in the scope of employment. The corporate credit card may not be used to charge items or services for the personal use or benefit of employees.

Card users are reminded that use of the corporate credit card does not relieve the user from following FDDC's travel and procurement policies and procedures. Card holders must turn in receipts to the accountant immediately following incurring costs.

See ACH policy – This will be developed.
See Credit Card Policy

PAYROLL AND RELATED POLICIES

Compensation – Personal Services

(2 CFR Part 200.430) [(45 CFR Part 75.430)]

Compensation for personal services includes all remuneration, paid currently, or accrued, for services of employees rendered during the period of performance under an award. This is including but not necessarily limited to wages and salaries and is considered an allowable cost to the award to the extent that it satisfies the following requirements:

- The compensation is reasonable.
- The compensation complies with laws, regulations, and other written policies of FDDC (see the Employee Handbook).
- The compensation is properly documented and supported.

Costs which are unallowable under 2 CFR Part 200.431 are also unallowable solely on the basis that the cost constitutes personal compensation.

Compensation – Fringe Benefits

(2 CFR Part 200.431) [45 CFR Part 75.431]

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, retirement, and unemployment benefit plans. The costs of fringe benefits are allowable to federal grants provided the benefits are reasonable and are required by law, employer-employee agreement, or an established policy of FDDC.

Costs which are unallowable under 2 CFR Part 200 [45 CFR Part 75], are not allowable under this regulation solely on the basis that the cost constitutes a fringe benefit.

Classification of Workers as Independent Contractors or Employees

It is the policy of FDDC to examine the relationship between the worker and the business to determine if a worker is an employee or independent contractor. Three categories defined by the Internal Revenue Service should be considered: behavioral control, financial control, and relationship of the parties.

1. Behavioral Control

These facts show whether there is a right to direct or control how the worker does the work. A worker is an employee when the business has the right to direct and control the worker. The business does not have to direct or control the way the work is done – if the employer has the right to direct and control the work. For example:

- a. **Instructions** – If extensive instructions on how work is to be done, this suggests an employee relationship. Instructions may cover a wide range of topics, for example: how,

- when, or where to do the work
- b. what tools or equipment to use
- c. what assistants to hire to help with the work
- d. where to purchase supplies and services

If less extensive instructions are provided about what should be done, but not how it should be done, this may suggest an independent contractor relationship. For instance, instructions about time and place may be less important than directions on how the work is performed.

Training – if training is provided in required procedures and methods, this indicates that the business wants the work done in a certain way, and this may indicate an employee relationship.

2. Financial Control

These facts show whether there is a right to direct or control the business part of the work. For example:

Significant Investment – if there is a significant investment in the work, you may be an independent contractor. While there is no precise dollar test, the investment must have substance. However, a significant investment is not necessary to be an independent contractor.

Expenses – if you are not reimbursed for some or all your business expenses, then you may be an independent contractor, especially if your unreimbursed business expenses are high.

Opportunity for Profit or Loss – if you can realize a profit or incur a loss, this suggests that you are in business for yourself and that you may be an independent contractor.

3. Relationship of the Parties

These are facts that illustrate how the business and the worker perceive their relationship. For example:

Employee Benefits – if benefits are provided, such as insurance, pension, or paid leave, this may indicate an employee relationship. If benefits are not provided, however, could indicate either an employee or an independent contractor.

Written Contracts – a written contract may show what both parties intend. This may be significant if it is difficult, if not impossible, to determine status based on other facts.

The Executive Director in consultation with the Human Resources Consultant will make the final determination.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on the cash basis, is \$600 or more. The amount reported on Form 1099 is equal to the compensation paid to that person during the calendar year (on a cash basis). Excluded from “compensation” are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

If an individual qualifies as an employee, a personnel file will be created for that individual and all documentation required by the FDDC personnel policies shall be obtained. The policies described in the remainder of this section shall apply to all workers classified as employees.

Payroll Administration

FDDC operates on a bi-weekly payroll. For all employees, a personnel file is established and maintained with current documentation, as described throughout this section, and more fully described in FDDC 's Employee Handbook.

Employment documents and information will be obtained and included in the personnel files of all new employees. See Employee Handbook.

Changes in Payroll Data

It is the policy of FDDC that all the following changes in payroll data are to be authorized in writing:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires, terminations, and changes in salaries or pay rates shall be authorized in writing by the employee's supervisor and the Executive Director.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data shall be maintained in each employee's personnel file.

Payroll Taxes

The Finance Department is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid. FDDC may utilize the services of an outside payroll service center for the processing of payroll, as determined by the Chief Financial Officer and approved by the Executive Director

Standards of Documentation for Personnel Expenses

The Florida Developmental Disabilities Council follows the requirements in 2 CFR Part 200.430(i) [45 CFR Part 75.430(i)], Standards for Documentation of Personnel Expenses, as well as requirements in specific grants to document personnel expenses.

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
2. Be incorporated into the official records of the Organization.

3. Reasonably reflect the total activity for which the employee is compensated.
4. Encompass both federally assisted, and all other activities compensated for by the Organization on an integrated basis.
5. Comply with the established accounting and financial policies and practices of the Organization.
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal and/or non-federal award or more than one cost activity/objective.

Preparation of Timesheets

Each FDDC employee must submit to the Finance Department a signed and approved timesheet at the close of each pay period. Timesheets shall be prepared in accordance with the following guidelines:

1. Each time sheet shall reflect all hours worked during the pay period (time spent on the job performing assigned duties), whether compensated or not.
2. Timesheets shall be prepared through DocuSign.
3. Errors shall be corrected by either submitting a corrected timesheet or contacting the Associate Director, Contracts and Operations for correction. Employees shall classify hours worked based on the nature of the work performed. Compensated absences should be clearly identified as such.

After preparation, timesheets shall be approved via DocuSign by the employee's supervisor through DocuSign prior to submission to the Finance department.

Processing of Timesheets

The CFO will process the timesheets by checking them for mathematical accuracy, then entering all timesheets into the payroll system; and submitting payroll to the third-party payroll service center.

Tampering with, altering, or falsifying time records, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge.

Review of Payroll

The Executive Director reviews and approves the draft payroll prior to submission as well as approves the final payroll.

Distribution of Payroll

Payroll check stubs for electronic deposits shall be distributed electronically via email directly from the third-party payroll service center.

POLICIES PERTAINING TO SPECIFIC ASSET AND LIABILITY ACCOUNTS

CASH AND CASH MANAGEMENT

Cash Accounts

General Checking Account (operating account):

The operating account provides for routine business disbursements. All cash, check, and electronic funds are made to this account.

Cash transfers are done on an as-needed basis to cover disbursements. It is FDDC's policy not to maintain excess funds.

Authorized Signers

The following FDDC personnel are authorized to sign checks drawn on and approve disbursements from the bank account, as authorized by the Council Members:

Executive Director
Chief Financial Officer
Director, Contracts and Operations
Associate Director, Contracts and Operations

The CFO will promptly notify the Organization's financial institutions of changes in authorized signers upon the departure of any authorized signer and any changes authorized by the council members.

Bank Reconciliations

Bank account statements are received each month and forwarded unopened to the Executive Director. The Executive Director shall open the statement and review its contents for unusual or unexplained items, such as unusual endorsements on checks, indications of alterations to checks, etc. This review will be performed in a timely manner so that reconciliation of the bank account is not delayed and completed prior to the monthly close process. Unusual or unexplained items shall be reported immediately to the Treasurer.

After this review is complete, the entire bank statement is forwarded to the accountant, where a reconciliation between the bank balance and general ledger balance is prepared by someone who is not an authorized check signer. It is the policy for the accountant to complete the bank reconciliation process in a timely manner.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed, and approved by the Executive Director monthly. The Executive Director's approval will be denoted by signing and dating the bank reconciliation.

Bank statements, reconciliations and copies of resulting journal entries are filed in the current year's

accounting files. The bank statement includes images of checks clearing the bank.

Cash Flow Management

The Chief Financial Officer monitors cash flow needs on a weekly basis to determine the number of drawdowns necessary to ensure that payment obligations can be met. Drawdowns of federal funds are performed on an as-needed basis which typically coincides with payroll or check runs. Reconciliations of drawdowns and expenses will be prepared monthly, and adjustments will be made to future drawdowns as needed.

FDDC adheres to the requirements of its grants which prohibit loaning funds between programs; therefore, cash management and reporting is performed at the program level as well as for the Organization as a whole.

Custodial Credit Risk

The Council's policy is to limit exposure to custodial credit risk by minimizing the total amount of funds held in accounts which exceed the Federal depositor insurance limits. The CFO shall monitor the Council's bank account balances in relation to the current Federal depositor insurance limits and shall recommend changes in the Council's bank accounts if the uninsured balance is expected to exceed Federal depositor insurance limits by \$ 100,000 for a period of 30 days or longer. The Council's funds will be held only in U.S. financial institutions that meet all regulatory reserve requirements and minimum capital requirements.

Stale/Unpresented Checks

The Florida Developmental Disabilities Council will comply with the state of Florida laws regarding unclaimed property. Accordingly, the Organization will file all appropriate forms and remit unclaimed property to the appropriate jurisdiction for all uncashed checks subject to a state reporting and transfer requirement.

The Finance Department will attempt to contact the payee and re-issue unpresented checks older than three-(3) months; this attempt and re-issuance will be documented. Checks that remain unpresented, or uncashed, after six-(6) months will be recorded in a separate liability account named, "Unclaimed Property". The Finance Department will maintain a listing of the checks in the Unclaimed Property liability account by:

- Payee
- Amount
- Original issue date
- Original check number
- Re-issued date (not by date reclassified to the Unclaimed Property liability account)

Re-issued check number

All stale checks that are written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written, or the expenditure

incurred. For stale checks written off in fiscal years after the year in which the check was written, the credit shall be to the corresponding current year expense or asset account.

Petty Cash

It is the policy of FDDC to provide for imprest funds (used for payment of minor office expenditures) only for valid transactions and to periodically replenish these funds up to its authorized balance of \$100. It is the responsibility of the Chief Financial Officer to ensure that the petty cash fund is always locked.

Receipts are required for all disbursements from petty cash.

The accountant shall prepare a reconciliation of the petty cash account on a periodic basis. Petty cash reconciliations are reviewed and approved by the Chief Financial Officer.

Wire Transfers

The Chief Financial Officer and the Executive Director shall be the only FDDC employees authorized to initiate wire transfers from FDDC's bank account. Only authorized bank account signers are authorized to approve wire transfers. See the "AUTHORIZED SIGNERS" section of this manual. To prevent anyone other than the CFO and Executive Director from initiating wire transfers, a system will be employed that requires the use of pass codes. Pass codes, issued only to the initiators and authorized signers, are assigned by the bank, and are changed periodically.

Confirmations of all wire transfers are delivered to the CFO and become part of the file for approval by the Executive Director.

Also see "CASH DRAWDOWNS OF ADVANCES OF FEDERAL AWARDS" section of this manual.

PREPAID EXPENSES

Accounting Treatment

It is the policy of FDDC to treat payments of expenses that have a time-sensitive future benefit as prepaid expenses and to amortize these items over the corresponding time. For purposes of this policy, payments of less than \$500 shall be expensed as paid and not treated as prepaid expenses, regardless of the existence of a future benefit.

Prepaid expenses with future benefits that expire within one year of the date of the financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date shall be classified as non-current assets.

Procedures

As part of the account coding process performed during the processing of accounts payable, all incoming vendor invoices shall be reviewed for the existence of time-sensitive future benefits. If future benefits are identified, the payment shall be reclassified to a prepaid expense account code at the end of the fiscal year.

The Finance department shall maintain a schedule of all prepaid expenses. The schedule shall indicate

the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This schedule shall be reconciled to the general ledger balance as part of the closeout process.

FIXED ASSET MANAGEMENT

Capitalization Policy

Physical assets acquired with unit costs more than \$5,000 with a useful life exceeding one year are capitalized as property and equipment on the financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Contributed Assets

Assets with fair market values of more than \$5,000 that are contributed to FDDC shall be capitalized as assets on the financial statements. Contributed items with market values below this threshold shall be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Establishment and Maintenance of a Fixed Asset Listing

All capitalized property and equipment will be recorded in a property log. This log shall include the following information with respect to each asset:

1. Date of acquisition
2. Cost
3. Description (including color, model, and serial number)
4. Location, use and condition of asset
5. Depreciation method
6. Amortization expense
7. Estimated useful life
8. Source of funds used to purchase the equipment, including grant award number
9. Whether the title vests in the organization or the federal government
10. Ultimate disposition data including the date of disposal and sales price

A physical inventory of all assets capitalized under the preceding policies will be performed biennially by an employee who is not responsible for ordering or approving the purchase of these assets. This physical inventory shall be reconciled to the property log and adjustments made, as necessary. All adjustments resulting from this reconciliation will be approved by the Executive Director.

Receipt of Newly Purchased Equipment and Furniture

At the time of arrival, all newly purchased equipment and furniture shall be inspected for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions, and quantities of assets per packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

Depreciation and Useful Lives

All capitalized assets are maintained in the special fixed assets account group and are not to be included as an operating expense. Fixed assets are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the 15th day of the fifth month shall have 8 full months of depreciation (eight-twelfths of one year) recorded for that year.

The estimated useful lives of capitalized assets shall be determined by the Chief Financial Officer. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

Furniture and fixtures	Up to 10 yrs.
General office equipment	5 years
Computer hardware and peripherals	3-5 years
Computer software	2-3 years
Leased assets	life of lease
Leasehold Improvements	remaining lease term

For accounting and interim financial reporting purposes, depreciation and amortization expenses will be recorded on an annual basis.

Repairs of Fixed Assets

Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Dispositions of Fixed Assets

Management will determine property and equipment needs. When property and equipment is no longer needed, The Florida Developmental Disabilities Council will determine how to dispose of the asset

based on how equipment was acquired and funded. When required, the Organization will obtain disposal instructions from the funder, in accordance with funding regulations.

In the event a non-expendable asset is sold, scrapped, donated, or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss if the money received is less than the book value and a gain if the money received is more than the book value.

Write-Offs of Fixed Assets

The Executive Director approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Chief Financial Officer. If not located, this property will be written off the books with the proper notation specifying the reason.

LEASES

Classification of Leases - Lessee

The Florida Developmental Disabilities Council classifies all leases in which the Organization is a lessee as either financing or operating leases. The Florida Developmental Disabilities Council will utilize the following criteria to determine if the lease should be classified as a finance lease:

1. The lease transfers ownership of the leased asset to The Florida Developmental Disabilities Council on or before the end of the lease term.
2. The lease grants FDDC an option to purchase the underlying asset and the Organization is certain to exercise.
3. The lease term is for a major part of the remaining economic life of the leased asset.
4. The present value of the sum of the lease payments and any residual value guaranteed by FDDC not already reflected in the lease payments equals or exceeds all the fair value of the leased asset.
5. The leased asset is so specialized, it is expected to have no alternative use to FDDC at the end of the lease term.

Leases that do not possess any of the preceding characteristics will be treated as operating leases. In addition, all leases that are immaterial in nature or with a term of 12 months or less will be accounted for as operating leases. The Florida Developmental Disabilities Council will recognize these leases on a straight-line basis over the lease term.

Reasonableness of Leases

The Florida Developmental Disabilities Council assesses the value of leases according to the requirements of 2 CFR Part 200.465 [45 CFR Part 75.465], Rental Costs of Real Property and Equipment, considering the following factors:

- The rate is reasonable when compared to comparable properties in the same area.
- The rate of any alternatives; and
- The type, life expectancy, condition, and value of the property leased.

Rental arrangements will be reviewed every 3 - 5 years to determine if circumstances have changed and other options are available.

Accounting for Leases

All operating leases and financing leases with a term of less than 12 months will be accounted for as expenses in the period in which the lease payment is due. Operating and financing leases with terms greater than 12 months will be reported on the balance sheet as a right-of-use asset and a lease liability, initially recorded at the present value of the lease payments (plus other payments, including variable lease payments and amounts probable of being owed under residual value guarantees).

Financing leases

The Florida Developmental Disabilities Council will record a right-of-use asset and lease liability for the present value of payments to be paid over the lease term. Amortization of the asset will be on a straight-line basis over:

- The shorter of the lease term or an estimated useful live that is consistent with the Organization's capital asset policy, or
- Through the end of the useful life of the asset if the lease transfers ownership of the leased asset to the Organization or the Organization is certain to exercise an option to purchase the asset.

Interest expense will be calculated using the effective interest method and will be reported separately from the amortization of the right-of-use asset. Interest payments and variable lease payments will be reported in the operating section of the statement of cash flows and the principal payments for the lease liability will be reported in the financing section of the statement of cash flows.

Operating leases

The Florida Developmental Disabilities Council will record a right-of-use asset and lease liability for the present value of payments to be paid over the lease term. Interest expense and the amortization of the right-of-use asset together as one lease expense, allocated over the term of the lease on a straight-line

basis, or other rational basis, if more representative of the benefits received from the leased asset. All cash payments will be reported in the operating section of the statement of cash flows.

The Florida Developmental Disabilities Council will also maintain a control list of all operating and capital leases. This list will include all relevant lease terms, including a schedule of future annual lease payments obligations, and will be reconciled to the general ledger on an annual basis.

Also see the "CAPITAL ASSET" section of this manual.

Changes in Lease Terms

As described in earlier policies, leasehold improvements are amortized as determined in the "DEPRECIATION AND USEFUL LIVES" section of this manual. If the lease term is changed prior to the expiration of the initial lease term, FDDC will revise amortization to reflect this change, as necessary.

ACCRUED LIABILITIES

Identification of Liabilities

The Finance department shall establish a list of commonly incurred expenses that may have to be accrued at the end of an accounting period. Examples of expenses that shall be accrued by FDDC at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Vacation pay
- Rent

Accrued Leave

Personnel policies of FDDC permit employees to carry forward unused Paid time Off (PTO) from year to year at the rate of 50% of the hours which the employee accrues annually for PTO. Such unused leave may be payable to an employee upon termination of employment, at the rate of 2/3 of the accrued/unused balance.

Accordingly, it shall be the policy of FDDC to record a liability for accrued leave to which employees are entitled. The total liability at the end of an accounting period shall equal the total earned but unused hours at the rate of 2/3, multiplied by each employee's current hourly pay rate.

See FDDC's PTO policy in the Employee Handbook.

POLICIES ASSOCIATED WITH FINANCIAL AND TAX REPORTING

FINANCIAL STATEMENTS

Standard Financial Statements of the Organization

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the organization. Financial statements may reflect year-to-year historical comparisons or the current year budget to actual comparisons.

The basic financial statements of FDDC shall include:

1. **Statement of Financial Net Position** – Reflects assets, liabilities and Net Position of the organization and classifies assets and liabilities as current or non-current/long-term.
2. **Statement of Revenues, Expenses, and Changes in Fund Net Position** Presents support, revenues, expenses, and other changes in Net Position of the organization, by Net Assets (unrestricted, temporarily restricted and permanently restricted).
3. **Statement of Cash Flows** – Reports the cash inflows and outflows of the organization in three categories: operating activities, investing activities, and financing activities.

In accordance with Standards of Financial Management Systems, FDDC will prepare accurate, current, and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements of *2 CFR Parts 200.327 [45 CFR Parts 75.341], Financial Reporting, and 200.328 [75.342], Monitoring and Reporting Program Performance*, and/or the award.

Frequency of Preparation

The objective of the Finance department is to prepare accurate financial statements in accordance with generally accepted accounting principles and distribute them in a timely and cost-effective manner. In meeting this responsibility, the following policies shall apply:

Financial statements shall be prepared on the cash method of accounting to align with the budget and converted to an accrual basis at fiscal year-end.

Financial statements may include an additional supplemental schedule prepared or compiled by the Chief Financial Officer. The purpose of this schedule is to provide known explanations for material budget variances in accordance with FDDC's budget monitoring policies described in this manual Under the "Financial Management Policies" selection.

Special Quarterly Distribution

On a monthly basis, a complete set of FDDC financial statements and supplemental schedules shall be distributed to the Executive Director for review and approval. Quarterly financial statements distributed to the Treasurer shall include an additional supplemental schedule prepared or compiled by the Chief Financial Officer. The purpose of this schedule is to provide known explanations for material budget variances in accordance with FDDC's budget monitoring policies described later in this manual (under the "Financial Management Policies" section).

Annual Financial Statements

A formal presentation of the Organization's annual audited financial statements shall be provided by the Independent Auditor to the Finance Committee at the Organization's triannual Council meeting. The Finance Committee will vote to accept or reject the annual audited financial statements. See separate policies regarding the annual audit under "Financial Management Policies."

GOVERNMENT RETURNS

Overview

To legitimately conduct business, FDDC must be aware of its tax and information return filing obligations and comply with all such requirements of federal, state, and local jurisdictions. Filing requirements of FDDC include, but are not limited to, filing annual information returns with IRS, state charitable solicitation reports, annual reports for corporations, income tax returns, information returns for retirement plans, annual reporting of compensation paid, and payroll tax withholding tax returns.

Filing of Returns

It is the policy of FDDC to become familiar with the obligations in each jurisdiction and to comply with all known filing requirements. The Chief Financial Officer shall be responsible for identifying all filing requirements and assuring that FDDC is in compliance with all such requirements.

It is also the policy of FDDC to file complete and accurate returns with all authorities. FDDC shall make all efforts to avoid filing misleading, inaccurate or incomplete returns.

Filings made by FDDC include, but are not limited to, the following returns:

1. **Form 990** - Annual information return of tax-exempt organizations, filed with IRS. Form 990 for FDDC is due on the fifteenth day of the fifth month following year-end. A request for extension of time to file Form 990 may be filed using Form 8868.
2. **Form 5500** - Annual return for FDDC employee benefit plans. Form 5500 is due July 31, but a request for extension of time to file Form 5500 may be filed using form 5558
3. **W-2's and 1099's** - Annual report of employee and non-employee compensation, based on calendar-year compensation, on a cash basis. Forms are due to employees and independent contractors by January 31.

4. **Form 941** - Quarterly payroll tax return filed with IRS to report wages paid to employees and federal payroll taxes. Form 941 is due by the end of the month following the end of each quarter, or 30 days later if all payroll tax deposits have been made in a timely manner during the quarter.
5. **SF-425 Federal Financial Report (FFR)** – This report is a standard form used to report expenditures made with federal funds. The SF-425 is part of the reporting requirements for federal grants and is used to document the financial status of the grant or award. The SF-425 is an annual report required to be submitted within 90 days after each reporting period. The reports are submitted using the HHS Payment Management System (PMS).

FDDC 's fiscal and tax year-end is September 30. Annual tax and information return of FDDC (Form 990), are filed on the accrual basis of reporting.

Federal and all applicable state payroll tax returns are prepared by a third-party payroll processing company and reviewed by the Chief Financial Officer.

Review of Form 990 by Council Members

A draft of The Florida Developmental Disabilities Council's annual Form 990 information return will be reviewed and approved by the Treasurer and the Executive Director prior to being filed with the Internal Revenue Service. This review and approval will be documented via email. Before filing the return, Council members will be notified via email that Form 990 is available for review and upon request.

Public Access to Information Returns for Annual information return of tax-exempt organizations, Form 990, and accompanying Schedule A, and FDDC's original Application for Recognition of Exemption, Form 1023

FDDC is subject to federal requirements to make the following forms "widely available" to all members of the public:

1. The three most recent annual information returns (Form 990), excluding the list of significant donors that is attached to the Form 990, but including the accompanying Schedule A, and
2. FDDC 's original application for recognition of its tax-exempt status (Form 1023), filed with IRS, and all accompanying schedules and attachments.

It is the policy of FDDC to adhere to the following guidelines to comply with the preceding public disclosure requirements:

1. Anyone appearing in person at the offices of FDDC during normal working hours making a request to inspect the forms will be granted access to a file copy of the forms. The Chief Financial Officer shall be responsible for maintaining this copy of each form and for making it available to all requesters.
2. For all written requests for copies of forms received by FDDC, the Organization shall require pre-payment of all copying and shipping charges. For requests for copies that are received without pre-payment, FDDC will notify the requester of this policy via phone call or by letter within 7 days of receipt of the original request.

3. The copying cost that may be charged by FDDC for providing copies of the requested forms shall be \$1.00 for the first page copies and \$0.15 for each subsequent page. All copies shall be shipped to requesters via Priority Mail; thus, shipping charges will be a standard \$3.20 per shipment. Copies may also be provided electronically, if available.
4. After payment is received by FDDC, all requested copies shall be shipped to requesters within 30 days. Making of all copies and shipping within the 30-day time shall be the responsibility of the finance department.
5. For requests for copies made in person during normal business hours, copies shall be provided while the requester waits.
6. FDDC shall accept certified checks, money orders and personal checks as payment for copies of forms requested in writing.

Other Tax Considerations

State and Local Property, Sales, Use & Income Taxes

The Florida Developmental Disabilities Council will monitor state and local tax laws in locations where the Organization conducts business to ensure that it is complying with all applicable tax laws. Organizations that qualify as tax-exempt charitable entities under Section 501(c)(3) of the Internal Revenue Code for income tax purposes will apply separately for exemptions sales tax in the state of Florida.

State Charity Registrations

FDDC is registered with the Florida Department of Agriculture and Consumer Services in accordance with the Solicitation of Contributions Act. Under the act, charitable organizations and others who solicit donations in Florida. The registration is renewed annually.

FINANCIAL MANAGEMENT POLICIES

BUDGETING

Overview

Budgeting is an integral part of managing any organization in that it is concerned with the translation of organizational goals and objectives into financial and human resource terms. A budget should be designed and prepared to direct the most efficient and prudent use of the organization's resources. A budget is a management commitment of a plan for present and future organizational activities that will help the organization achieve its short-term and long-term goals and the strategic objectives determined by the Council. It provides an opportunity to examine the composition and viability of the organization's programs and activities simultaneously considering the available resources.

Preparation and Adoption

It is the policy of FDDC to prepare a multi-year budget to coincide with the five-year state plan on the cash basis of accounting. To prepare the Organization budget, the Chief Financial Officer shall gather proposed budget information from individuals responsible for line item and state plan budgets and prepare the first draft of the budget. Budgets proposed and submitted by each line item or state plan goal should be accompanied by a narrative explanation of and the use of funds and explaining all material fluctuations in budgeted amounts from prior years.

After appropriate revisions and a compilation of all department budgets by the Chief Financial Officer, a draft of the organization-wide budget, as well as individual department budgets, is presented to the Executive Director for discussion, revision, and initial approval. It is then submitted to the Treasurer for discussion, questions, and comments.

The final draft is then submitted jointly to the Finance Committee and Executive Committee for adoption.

It is the policy of FDDC to adopt a final budget at least before the beginning of the fiscal year. The purpose of adopting a final budget at this time is to allow adequate time for the Finance department to input the budget into the accounting system and establish appropriate accounting and reporting procedures (including any necessary modifications to the chart of accounts) to ensure proper classification of activities and comparison of budget versus actual once the year begins.

See Funding and Budget Policy.

ANNUAL AUDIT

Arranging for the Annual Audit

FDDC will arrange for an annual audit of the financial statements to be conducted by an independent accounting firm. The independent accounting firm selected by FDDC will be required to communicate directly with the Finance Committee upon the completion of their audit. In addition, members of the Finance Committee and Executive Committee are authorized to initiate communication directly with the independent accounting firm.

Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the Finance Committee by the independent accounting firm at the Organization's biannual meeting.

Auditor Independence

The Florida Developmental Disabilities Council may from time to time request the independent financial statement auditor provide services outside the scope of the annual audit and Form 990 preparation. In connection with these non-audit services, it is imperative that the independent auditor remains independent in fact and in appearance to continue serving the Organization as its auditor.

To remain independent with respect to the audit, the Organization's auditors should not provide non-audit services that involve performing management functions or making management decisions nor should they provide non-audit services in situations where the non-audit services are significant/material to the subject matter of the audits.

Therefore, it is the Organization's policy to evaluate any non-audit service requested from the independent auditor for impairments to the financial statement auditor's independence, and to not permit the performance of any services that would impair independence. This evaluation will be performed by the Chief Financial Officer, who may consult the independent auditor or other external sources in making this determination.

In addition, for each non-audit service that is to be provided by the Organization's independent financial statement auditor, the Organization will:

1. Designate a management level individual to be responsible and accountable for overseeing the non-audit service.
2. Establish and monitor the performance of the non-audit service to ensure that it meets management's objectives.
3. Make any decisions that involve management functions related to the non-audit service and accept full responsibility for such decisions.
4. Evaluate the adequacy of the services performed and the findings that result.

How Often to Review the Selection of the Auditor

FDDC shall review the selection of its independent auditor in the following circumstances:

1. Anytime there is dissatisfaction with the service of the current firm
2. When a fresh perspective and innovative ideas are desired
3. When a price comparison is desired

Preparing for the Annual Audit

FDDC staff shall be actively involved in planning for and assisting with the independent accounting firm to ensure a smooth and timely audit of its financial statements. In that regard, the finance department shall provide assistance to the independent auditors in the following areas:

Planning – The Chief Financial Officer is responsible for delegating the assignments and responsibilities to the appropriate staff in preparation for the audit. Assignments shall be based on the list of requested schedules and information provided by the independent accounting firm.

Involvement - Staff will assist the auditors in preparing reports and schedules, which may potentially reduce the cost of the audit.

Interim Procedures - To facilitate the timely completion of the annual audit, the independent auditors may perform selected audit procedures prior to the Organization's year-end. By performing portions of audit work as of an interim date, the work required after year-end is reduced. Staff will do as much as possible to provide requested schedules and documents and to otherwise assist the auditors during any interim audit fieldwork that is performed.

Throughout the audit process, it shall be the policy of FDDC to make every effort to provide schedules, documents and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of the independent audited financial statements from the auditor, the Chief Financial Officer will perform a detailed review of the draft, consisting of the following procedures:

1. Carefully read the entire report for typographical errors.
2. Trace and agree each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of The Florida Developmental Disabilities Council.
3. Review each footnote for accuracy and completeness.

Any questions or errors noted as part of this review will be communicated to the independent financial statement auditor in a timely manner and resolved to the satisfaction of the Chief Financial Officer. The CFO will send the audit draft to the Executive Director and the Treasurer for review and approval.

It will also be the responsibility of the Chief Financial Officer to review and respond in writing to all management letters or other internal control and compliance report findings and recommendations made by the independent financial statement auditor.

In addition, the Federal Audit Clearinghouse form (data collection form) will be completed by the independent accounting firm.

Audit Adjustments

It is the policy of The Florida Developmental Disabilities Council to review all adjustments prepared by the independent financial statement auditor in connection with the annual audit, and, if in concurrence, record them in the general ledger. If FDDC does not agree with the adjustments, it will immediately communicate its disagreement with the independent financial statement auditor prior to the finalization and filing of the audited financial statements.

The Organization may also receive a list of unadjusted differences (or passed audit adjustments) from the independent financial statement auditor in connection with the audit. If the Organization receives such a list, it will be the responsibility of the Chief Financial Officer to review them and determine whether to record them in the period under audit. Any adjustments made to the financial information being audited must be immediately communicated to the independent financial statement auditor prior to the finalization and filing of the audited financial statements.

Internal Control Deficiencies Noted During the Audit

In accordance with generally accepted auditing standards, at the conclusion of the audit the Organization's independent financial statement auditors may provide a written communication of internal control deficiencies noted in connection with their audit. Not all deficiencies in internal control are required to be reported by the auditor. Only the following two types of deficiencies are required to be communicated:

1. **Material weakness** – A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.
2. **Significant deficiency** – A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The Organization's independent financial statement auditors are required to provide written communication to the Finance Committee of all significant deficiencies and material weaknesses (i.e., only those control deficiencies that rise to the level of materiality at which they qualify under the definitions provided above, in the opinion of the financial statement auditor).

It is the Organization's policy that all internal control deficiencies that are communicated by the financial statement auditor in writing will be formally addressed by the Finance Committee, the Executive Director, and the Chief Financial Officer. The Executive Director and the Chief Financial Officer will

prepare a written response, which will include a corrective action plan, to each internal control finding and such a response will be presented to the Finance Committee for its review and approval.

Finance Committee Communications with the Auditors

In accordance with generally accepted auditing standards, in connection with and at the conclusion of each annual financial statement audit, the auditors will report directly to the Finance Committee.

Some of the communications that The Florida Developmental Disabilities Council's financial statement auditors may have with the Finance Committee may include:

1. Planning discussions prior to commencing the audit, such as by inquiring of Finance Committee members their perception of where the risk of material misstatements in the Organization's financial statements may be greatest, the various risks of fraud, and other inquiries.
2. Planning stage communications informing the Finance Committee of the planned scope and nature of certain audit procedures that the auditors plan to perform, to aid in the members having a thorough understanding of the financial statement audit.
3. Internal control deficiencies noted during the financial statement audit, communicated in writing at the conclusion of the audit.
4. Any material fraud detected by the financial statement auditor, or any fraud, regardless of materiality, involving senior management, noted at any time during the audit.
5. Significant problems or other issues that arose during the financial statement audit (e.g., disagreements with management and certain other items that the auditors may report to the Finance Committee.)
6. Audit adjustments made by the financial statement auditors because of their audit.
7. Certain audit differences noted by the financial statement auditors that they deemed not material enough to warrant making an adjustment for.

Finance Committee members should be aware of these communications and engage in active discussions with the financial statement auditors whenever it is appropriate in the fulfillment of these or their other duties.

Finance Committee Responsibilities

In accordance with the FDDC by-laws, there shall be a Finance Committee consisting of at least three members led by the Treasurer.

The Finance Committee's responsibilities include the following:

1. Appointment of, and communication with, the independent auditors.
2. Review and approval of the annual audited financial statements.
3. Discussion of internal control matters with the independent auditor
4. Review the financial statements tri-annually.
5. Make policy and other recommendations to the FDDC's Council regarding matters arising out of the audit.

FDDC ACCOUNTING MANUAL

6. Annually review the fiscal regulations and make recommendations.
7. Monitor choice of accounting policies and principles.
8. Monitor the system of internal controls.

In fulfilling these duties and responsibilities, the Finance Committee may examine all documents within the control of FDDC and its employees. In addition, the Finance Committee shall have the authority to contract with independent contractors in the fulfillment of the committee's responsibilities.

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INSURANCE

Overview

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of FDDC.

FDDC maintains adequate insurance against general liability, as well as coverage for buildings, contents, computers, equipment, machinery, and other items of value.

Coverage Guidelines and Limits:

Coverage amounts are stated per occurrence and aggregate (for example, \$1,000,000 per occurrence/\$3,000,000 aggregate.)

Per occurrence - the maximum an insurance company will pay for a single incident or claim. If multiple claims arise from different incidents, each claim can be covered up to \$1,000,000.

Per aggregate – the maximum amount the insurance company will pay for all claims during the policy period, typically one year. Once the total claims reach \$3,000,000, the coverage is exhausted, even if no single claim reached the per-occurrence limit.

For example, if a policy has a per-occurrence limit of \$1,000,000 and an aggregate of \$3,000,000, the insurance company will pay up to \$1,000,000 for each separate claim, but not more than \$3,000,000 in total for all claims during the policy period.

Type of Coverage and Insurance Definitions

Policy	Coverage
Umbrella: Auto General Liability	\$1,000,000 \$1,000,000 per occurrence/\$3,000,000 aggregate
Accident Insurance	\$50,000/\$1,000,000
Directors and Officers Liability	\$1,000,000/\$2,000,000
Commercial Liability <ul style="list-style-type: none"> General Liability including Employee Practices Liability Personal and Advertising limit Each occurrence limits Damage to premises rented to FDDC 	\$1,000,000/\$3,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$500,000 any one premise (covers up to \$500,000 for any single incident that occurs at a particular location(premise)).

<ul style="list-style-type: none"> Medical Expense Limit Employee Benefits Liability 	<p>\$ 20,000 any one person</p> <p>\$1,000,000/\$3,000,000</p>
Policy	Coverage
Property	\$1,000,000/\$3,000,000
Auto	\$1,000,000/\$3,000,000
Improper Sexual Conduct & Physical Abuse Liability	\$1,000,000/\$3,000,000
Social Services Professional Coverage	\$1,000,000/\$3,000,000
Workers Compensation	Statutory
Employee dishonesty	\$200,000

As a guideline, FDDC will arrange for the following types of insurance:

Directors and Officers (D&O)

Indemnifies directors and officers for damages and defense costs from lawsuits alleging various wrongful acts.

Employment Practices Liability

Includes coverage for defense costs and damages related to various employment related claims including allegations of wrongful termination, discrimination, workplace harassment, and retaliation.

Fidelity Bond

Offers protection to the employer against monetary or fiscal losses caused by an employee's fraudulent or dishonest actions.

General Liability

A broad policy that protects the organization from claims from damage or injury related to bodily injury, property damage, operations, independent contractors, or others.

Umbrella Liability

Additional liability coverage to protect against significant risk of loss for claims that exceed the limits of a primary insurance policy.

Workers' Compensation and Employer's Liability

Workers' compensation provides monetary benefit to workers injured in the course of employment. Employers' liability protects employers from monetary loss if a worker's job-related injury or illness is not covered by workers' compensation.

FUNCTIONAL EXPENSE ALLOCATIONS

Overview

As one of its financial management objectives, FDDC strives to determine the actual costs of conducting each of its program services and supporting activities. In this regard, it is the policy of FDDC to charge expenses to the appropriate category of program service or supporting activity. Expenses that serve multiple functions or are not readily identifiable with one function shall be allocated between functions whenever possible.

Direct Charging of Costs

Certain internal costs shall be charged to the appropriate FDDC function based upon underlying documentation. The following costs shall be charged based on the documentation:

<u>Cost</u>	<u>Basis for Charge</u>
Salaries	Timesheets
Program Costs	Deliverable Invoices and Documentation

All costs identified above shall be initially charged to one account when incurred, then allocated and recorded to the appropriate functions via monthly journal entries.

Allocation of Overhead Costs

On a monthly basis, an allocation of overhead to each program service and supporting activity area shall be recorded via a journal entry. Overhead shall be allocated based on a weighted average of direct salaries charged to each function. Costs included in overhead to be allocated include all costs associated with building occupancy, building and equipment maintenance, and any other indirect costs that benefits all functions of the Organization.

See Overhead Allocation Narrative

POLICIES PERTAINING TO FEDERAL AWARDS

ADMINISTRATION OF FEDERAL AWARDS

Definitions

FDDC may receive financial assistance from a donor/grantor agency through grants or cooperative agreements. Throughout this manual, federal assistance received will be referred to as a federal 'award.'

FDDC receives an annual federal award from a formula grant issued by the U.S. Department of Health and Human Services (HHS) under title, *DD Act Councils on Developmental Disabilities*. FDDC is the state designated agency to receive these funds issued under the authority of P.L. 106-402 (the Developmental Disabilities Act).

See REVENUE section for types of revenue received by FDDC.

Preparation and Review of Proposals for Outside Funding

If funding outside of FDDC's annual grant award from HHS is pursued, the Executive Director and designated staff are responsible for preparing proposals for projects that FDDC intends to pursue. However, all proposals shall be reviewed by the Chief Financial Officer prior to submission to government agencies or other funding sources to ensure the proposed budget includes all the appropriate costs. All appropriate costs include the funding source providing its fair share of administrative, management, and organization-wide costs.

Final proposals will be reviewed and approved by the council and the Executive Director. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals will be treated as indirect costs and allocated to all activities.

Post-Award Procedures

After an award has been made, the following steps shall be taken:

1. Verify the specifications of the grant or contract. The Chief Financial Officer shall review the terms, time periods, award amounts and expected expenditures associated with the award. All reporting requirements under the contract or award shall be summarized.
2. Create new general ledger segments. New accounts shall be established for the receipt and expenditure categories in line with the grant or contract budget.
3. Gather documentation. A file is established for each grant or contract. The file, at a minimum, contains the proposal, all correspondence regarding the grant or contract, the final signed award document and all reports submitted to the funding sources.

Compliance with Laws, Regulations and Provisions of Awards

FDDC recognizes that as a recipient of Federal funds, the Organization is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the Organization meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from a federal agency:

1. For each Federal award, an FDDC employee within the department responsible for administering the award will be designated as Program Director (PD)
2. The CFO shall take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract and communicate the grant requirements to the PD and to those responsible for carrying them out:
 - a. Read each award for key compliance requirements and references to specific laws and regulations.
 - b. Review *2 CFR Part 200 [45 CFR Part 75] Appendix XI, Compliance Supplement* (updated annually) published by the Office of Management and Budget (OMB) for compliance requirements unique to the award and for compliance requirements common to all federal awards.
 - c. Review the section of the Catalog of Federal Domestic Assistance applicable to the award.
3. The Finance Department shall forward copies of applicable laws and regulations to the PD (such as OMB Circulars, pertinent sections of compliance supplements, and other regulations).
4. The CFO shall identify and communicate any special changes in policies and procedures necessitated by Federal awards.
5. The CFO shall take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard shall include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to the *2 CFR Part 200 [45 CFR Part 75] Appendix XI, Compliance Supplement*, and communications with Federal awarding agency personnel.

The CFO shall cooperate with the Organization's Independent Auditors by informing the CPA firm as to applicable laws, regulations, and provisions of contracts and grants and communicating known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Closeout of Federal Awards

The Florida Developmental Disabilities Council will follow the closeout procedures described in *2 CFR Part 200.343 [45 CFR Part 75.381] Closeout*, and in the grant agreements as specified by the granting agency.

The Florida Developmental Disabilities Council and all subrecipients will liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement, at a minimum.

Procurement Under Federal Awards

Procurement of goods and services whose costs are charged to federal awards received by FDDC are subject to all the specific Organization purchasing policies described earlier. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. FDDC shall avoid purchasing items that are not necessary for the performance of the activities required by a Federal award.
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal government.
3. It is the policy of FDDC to accept, to the extent practical, goods dimensioned in the metric system of measurement.
4. It is the preference, to the extent practical, of FDDC to purchase products and services that conserve natural resources, protect the environment and are energy efficient.
5. Documentation of the cost and price analysis associated with each procurement decision shall be retained in the procurement files pertaining to each Federal award.
6. Consultant fees will be negotiated and paid in accordance with FDDC's Consultant Rate Policy.
7. For all procurements more than the threshold established by the Federal Awarding Agency, procurement records and files shall be maintained to include all the following:
 - a. The basis for contractor selection.
 - b. Justification for lack of competition when competitive bids or offers are not obtained.
 - c. The basis for award cost or price.
8. FDDC shall make all procurement files available for inspection upon request by a Federal Awarding Agency.
9. All contracts with vendors or providers shall require the vendor to certify in writing that it has not been suspended or disbarred from doing business with any federal agency.

Code of Conduct

No employee, officer, or agent of FDDC shall participate in the selection, award or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of FDDC shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors.

From time to time, FDDC may find it practical to make subawards of federal funds to other organizations. All subawards more than \$50,000 shall be subject to the same procurement policies described in the preceding section. In addition, all sub-recipients must agree to the subrecipient monitoring provisions described in the next section.

With respect to subrecipients with whom FDDC has not recently had a subaward relationship, the Finance Department shall determine an appropriate level of pre-award inquiry that shall be performed. The purpose of such an inquiry is to gain assurance that a potential subrecipient has adequate policies and procedures in place to provide reasonable assurance that it can comply with all applicable laws, regulations, and award provisions.

Monitoring of Subrecipients

When FDDC utilizes Federal funds to make subawards to subrecipients, FDDC is subject to a requirement to monitor each subrecipient to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of federal funds made by FDDC to subrecipients:

1. Subaward agreements shall include all information necessary to identify the funds as federal funding. This information shall include:
 - a. The applicable Catalog of Federal Domestic Assistance (CFDA) title and number
 - b. Award name
 - c. Name of Federal agency
 - d. Amount of award
2. Subaward agreements shall identify all applicable audit requirements, including the requirement to obtain an audit in accordance with *2 CFR Part 200.501*, if the subrecipient meets the criteria for having to undergo such an audit.
3. Subawards shall include a listing of all applicable Federal requirements that each subrecipient must follow.
4. FDDC will follow up with all subrecipients to determine whether all required audits have been completed. FDDC will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with *2 CFR Part 200.501*. For subrecipients that properly obtain an audit in accordance with *2 CFR Part 200.501*, FDDC shall obtain and review the resulting audit reports for effects on FDDC accounting records or audit.
5. Ongoing monitoring of subrecipients by FDDC will inherently vary from subrecipient to subrecipient, based on the nature of work assigned to each subrecipient. However, ongoing monitoring activities may involve any or all the following:
 - a. Regular contacts with subrecipients and appropriate inquiries regarding the program.

- b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
 - c. Monitoring subrecipient budgets.
 - d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.
 - e. Offering subrecipients technical assistance where needed.
 - f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient to assure that appropriate corrective action is taken.
 - g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.
6. Documentation shall be maintained in support of all efforts associated with FDDC's monitoring of subrecipients.

Equipment and Furniture Purchased with Federal Funds

FDDC may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a federal agency. In addition to those policies on Asset Management described earlier, equipment and furniture charged to Federal awards will be subject to certain additional policies as described below.

For purposes of the Federal award accounting and administration, "equipment" shall include all assets with a unit cost equal to the lesser of \$5,000 or the capitalization threshold utilized by FDDC, described under Asset Management.

The following policies shall apply regarding equipment purchased and charged to federal awards:

1. Any equipment that is owned by the Federal government shall be identified as such.
2. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to Federal awards.
3. For equipment with a remaining per unit fair market value of \$5,000 or less at the conclusion of the award, FDDC shall retain the equipment without any requirement for notifying the federal agency. If the remaining per unit fair market value is \$5,000 or more, FDDC shall gain a written understanding with the federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the federal agency, keeping the equipment, and compensating the federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs, to the federal agency.
4. The CFO shall determine whether a specific award with a Federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.
5. A physical inventory of all equipment purchased with federal funds shall be performed biennially. The results of the physical inventory shall be reconciled to the accounting records of, and federal reports filed by FDDC.

See Consultant Rate Policy
See Procurement Section

CHARGING COSTS TO FEDERAL AWARDS

Overview

It is the policy of FDDC that only costs that are reasonable, allowable, and allocable to a Federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger to assure that unallowable costs are not charged to Federal awards.

Criteria for Allowability

It is the policy of FDDC that all costs must meet the following criteria to be treated as allowable direct or indirect costs under a federal award:

In accordance with Subpart E-Cost Principles, terms, and conditions of the federal award, (2 CFR 200.302(b)(7), and 2 CFR 200.403(c)) [45 CFR 75.302(b)(7) and 45 CFR 75.403(c)], FDDC's written procedures to determine allowability of costs will include the following:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is considered as being necessary for the operation of the organization or the performance of the award.
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and state laws and regulations, and the terms and conditions of the award.
 - c. Whether the individuals concerned acted with prudence in the circumstances.
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award.
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received, or
 - c. The cost is necessary to the overall operation of the Organization, but, where a direct relationship to any program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of 2 CFR Part 200, Subpart E-Cost Principles [45 CFR Part 75] or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.

5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles (GAAP).
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

Cost Allocation Plan Policy

The Florida Developmental Disabilities Council prepares and maintains a Cost Allocation Plan to document its method and process to fairly and equitably allocate direct, shared, or joint, and indirect costs to the programs and activities benefiting from the cost.

All costs will comply with this plan, regardless of the amount of federal funding received for each award.

This plan is reviewed annually, at a minimum, and updated, as necessary.

Direct Costs

Direct costs include those costs that are incurred specifically for an award or non-Federal function. FDDC identifies and charges these costs exclusively to each award or program.

Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure.

Time sheets, described earlier, are also submitted on a regular basis reflecting employees' work and which programs directly benefited from their effort. Time sheets shall serve as the basis for charging salaries directly to federal awards and non-federal functions.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency shall be accounted for as a direct cost of that award.

See Cost Allocation Narrative

APPENDIX:

POLICIES



Bylaws

ARTICLE I: TITLE

The Florida Developmental Disabilities Council, Inc. (herein and after referred to as the "Council"), is established with respect to the state's participation in the Developmental Disabilities Program in accordance with the provisions of the Developmental Disabilities Assistance and Bill of Rights Act, P.L.106-402 Final Rule, 45 CFR Part 1386 (42 U.S.C. 15001, et. seq.), and subsequent federal laws and regulations.

ARTICLE II: PURPOSE

- A. The purpose of the Council is to engage in advocacy, capacity building, and systemic change activities that contribute to a coordinated, person- and family-centered, person- and family-directed, comprehensive system of community services and individualized supports that enable individuals with intellectual and developmental disabilities to exercise self-determination, be independent, and be integrated and included in all facets of community life. To this purpose, the duties of the Council are:
1. To advocate on behalf of persons with intellectual and developmental disabilities.
 2. To advise the executive and legislative branches of government and the private sector on programs, policies, and proposed legislation about current and potential services for persons with intellectual and developmental disabilities and their families.
 3. To develop, implement, and revise as necessary a state plan that meets the needs of persons with intellectual and developmental disabilities and their families.
 4. To coordinate and cooperate with agencies responsible for the provision of services to this population and to advise such agencies about the developmental disabilities program goals, objectives and priorities.

ARTICLE III: MEMBERSHIP

- A. The Council shall be composed of twenty-six (26) members appointed by the Governor to serve, as prescribed by the laws and regulations authorizing the Council.

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1. The membership of the Council shall be geographically representative of the state and reflect the diversity of the state with respect to race and ethnicity.

B. The Council must maintain the following representation of individuals with intellectual and developmental disabilities:

15 Citizen Members comprised of:

1. Eight (8) individuals with developmental disabilities
2. Seven (7) Parents/Guardians/Immediate Relatives of individuals with a developmental disability with a mentally impairing condition and cannot advocate for themselves.
3. Members in this paragraph (B) shall not be employees of a State agency that receives funds or provides services with federal funds from the Developmental Disabilities Act, nor managing employees of any other entity that receives funds or provides services under the Act, nor persons with an ownership or control interest with respect to such an entity.

C. The Council must include in its membership representatives of relevant state entities, including:

1. The state agencies that administer funds under the Rehabilitation Act of 1973, Individuals with Disabilities Education Act, Older American Act and Titles V and XIX of the Social Security Act, and the state Developmental Disabilities agency. These representatives must have sufficient authority to engage in policy planning and implementation on behalf of their agency.
2. The University Centers for Excellence in Developmental Disabilities Education, Research, and Service.
3. The state protection and advocacy system.
4. Local and nongovernmental agencies that provide services to individuals with intellectual and developmental disabilities.
5. Private nonprofit groups concerned with services for individuals with intellectual and developmental disabilities.

D. If the gubernatorial-appointed representative from a state agency or University Center of Excellence in Developmental Disabilities Education, Research, and Service or the state protection and advocacy system is the agency director, an appointed designee who can vote in their absence is permitted. Should the agency director wish to appoint a designee to act on their behalf, he/she must notify the Executive Director with the name and title of the designee.

E. Membership on the Council shall be by appointment for a term as specified by the Governor.

1. A member may be appointed to a second successive term.

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2. Any member desiring to resign from the Council shall submit his or her resignation in writing to the Council Chair and the Executive Director of the Council who will forward a copy to the Governor.
 3. A vacancy created when a Council member resigns will not be counted toward quorum until the Governor appoints a member to fill the vacancy.
 4. If not otherwise removed by the Governor for cause or by resignation, members continue to serve until their successor is appointed by the Governor.
 5. The Council will submit recommendations to the Governor for reappointments and new appointments.
- F. The Executive Committee will review the attendance of Council members at least annually. Unless determined justified, the Executive Committee will determine the appropriate action for absences of twenty-five percent or more of regularly scheduled Council, committee, and task force meetings.
- G. If a member violates the Council Bylaws, Code of Ethics and Decorum policy, Conflict of Interest policy or takes other actions to the detriment of the Council and/or the mission of the Council, their membership will be reviewed by the Executive Committee at a regular or specially called Executive Committee meeting. The issue shall be placed on the agenda of the Executive Committee meeting by the Council Chair after at least ten (10) working days prior written notice is given to the Council member, assuring appropriate accommodations are made, if needed. The Executive Committee will determine the action to be taken, if any, up to and including recommending termination of the membership.
- If the Executive Committee votes to recommend termination of membership for cause, a letter conveying this recommendation shall be forwarded to the Governor, which shall explain cause of action, unless the Council member shall, within fifteen (15) working days after the vote of the Executive Committee, write a written request to the Council Chair for a full hearing by the Council. If this request is made the matter shall be placed on the Council agenda and heard at the next regularly scheduled Council meeting or, at the option of the Council Chair, at any specially called Council meeting.
- H. No Council, committee or task force member shall provide any goods, services or representation to the Council for compensation during the term of the member's appointment.
- I. Conflict of Interest
1. A conflict of interest exists when:
 - a) a member has a personal or professional interest that influences the independence of his or her judgment to the point that it tends to lead to the disregard of his or her public duty or interest; and/or

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- b) a member fails to adhere to the requirements set forth in the Conflict of Interest policy.
- 2. Council, Committee, and Task Force members shall avoid conflicts of interest or potential conflicts of interest in regard to Council activities.
- 3. Should a conflict of interest arise, a member must declare their conflict of interest and recuse him or herself from voting related to the issue. The Chair will have discretion to determine if a member with a conflict of interest will need to leave the room during the discussion.

If the issue is policy-related, the member may offer information on the issue but shall not advocate or attempt to influence the decision. The member will then leave the meeting for balance the discussion and voting on the issue.

If the issue is related to Council funding or any other non-policy-related issue, a member must leave the room and recuse him or herself from any discussion, deliberation, and/or vote regarding the matter.

- J. The members of the Council, its committees and its task forces serve without financial compensation, but they shall be entitled to approved travel or personal care expenses incurred in attending Council meetings and other approved program-related functions.
- K. The conduct of members of the Council shall be in accordance with the policy and procedures of the Developmental Disabilities Council, the Conflict of Interest policy, and the Code of Ethics and Decorum Policy for members of the Florida Developmental Disabilities Council, Inc., which have been duly adopted by the Council and are hereby incorporated into these Bylaws, by reference.

ARTICLE IV: OFFICERS

The officers of the Council are as follows: Chair, Vice Chair, and Treasurer. The officers are elected by vote of the majority of Council members. Officers will serve for a term of two (2) years. Officers may serve more than one term in an elected position.

- A. Duties of the Council Chair:
 - 1. To conduct meetings of the Council and meetings of the Executive Committee.
 - 2. With the Executive Committee, to determine the appointment and termination of task force and committee members as necessary.
 - 3. To ensure that the functions of the Council as described in the DD Act and other pertinent state and federal laws are carried out.
 - 4. To promote the Council's continuous collaborative working relationship with agencies of state government in exercising their responsibilities to persons with intellectual and developmental disabilities.

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5. To serve as the official spokesperson for the Council.
6. To provide support and guidance to the Executive Director in interpreting and carrying out Council activities.
7. To lead the Executive Committee in an evaluation of the Executive Director each year, including a competitive compensation package.
8. To encourage active involvement of all Council members.

B. Duties of the Vice Chair:

1. To carry out the duties of the Council Chair in the absence of the Council Chair and to assume the duties of the Council Chair, if that office is vacated, through the remainder of the term.
2. To assist the Council Chair in monitoring the activities of the Council committees, task forces, and other groups established by the Council.
3. To oversee revision and review of the Bylaws on at least a biennial basis.
4. To carry out other duties as delegated by the Council Chair.

C. Duties of the Treasurer:

1. To chair the Council's Finance Committee.
2. To develop and submit the annual operating budget in accordance with the upcoming year's federal allotment.
3. To review the Council's financial statements quarterly and report to the Council on a triannual basis.
4. To report to the Council the results and recommendations of the annual independent auditor's report.

ARTICLE V: COMMITTEES

- A. Standing Committees: Standing committees of the Council shall be the Executive Committee, Finance Committee, the State Plan Committee and the Public Policy Committee.
- B. Executive Committee: The Executive Committee shall be comprised of the Council Chair, the Vice-Chair, the Treasurer, two (2) at-large members who are appointed by the Council Chair and two (2) elected at-large members.

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At-large members will serve for a term of two (2) years. At-large members may serve more than one term, and may serve more than one term consecutively in either an elected or appointed position.

The Executive Committee's duties shall be:

1. To serve in an overall advisory capacity to the Council in the formulation of policy.
 2. To take emergency action on behalf of the Council and to make decisions to maintain the course of business between Council meetings. Any such actions, whether in meetings or conference calls, shall be reported to the full Council for the purpose of vote, approval, or disapproval at the next Council meeting; provided, however, those actions impacting on third parties shall not be affected.
 3. To recommend to the Council the hiring and termination of the Executive Director in accordance with Council policy and procedures and to conduct, review, and approve the annual performance evaluation and remuneration of the Executive Director.
 4. To serve in an advisory capacity to the Executive Director on matters of personnel management and policy. This includes but is not limited to serving as a grievance and appeal body for Council employees, if requested by employees after internal procedures have been followed; developing or revising policies; and approving staffing, salary and benefit recommendations.
 5. To review Council membership recommendations and forward to the full Council and Governor.
 6. To guide Council member development activities.
 7. To serve as an advisory board for matters relating to conflicts of interest, including but not limited to making determinations of whether a conflict exists and what actions to take to address undisclosed conflicts.
 8. The Executive Committee shall function as a Nominating Committee to develop a slate of proposed officers.
- C. The Finance Committee reviews the financial status and monitors expenditures of the Council, reporting its findings to the Council at least three times each year. Furthermore, this committee shall periodically review the Council's fiscal regulations and policies and make recommendations to the Council accordingly. The Finance Committee is also responsible for contracting for an annual audit of the Council's financial status and reporting such status to the full Council.
- Additionally, the Finance Committee provides feedback to the State Plan Committee regarding the assessment of current contractual obligations and applications for continued funding.
- D. The State Plan Committee provides oversight to and ensures the development, implementation, and achievement of the Council's Five-Year State Plan. The responsibilities of the State Plan Committee are specified in the Council's policies.

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- E. The State Plan Committee shall be a collective representation of the task forces as established under the State Plan and specified in the Council's policies.
- F. Public Policy Committee is responsible for monitoring the legislative process and approving any modifications to the Council's legislative positions and any additional legislative positions. In the absence of the Public Policy Committee, approval of Council legislative positions may be authorized by two or more of the following: Council Chair, Public Policy Committee Chair, and/or Executive Director.
- G. Appointments: The Council Chair appoints the Chair and members of the standing committees with input from the Executive Director. Committees and task forces shall be comprised of not less than three (3) Council members.

ARTICLE VI: ELECTIONS

- A. Elections shall be held as needed during the last meeting of the federal fiscal year and all elected and appointed members shall begin their terms of office on October 1. The nominating and voting procedures are outlined in the policies.
- B. Voting: If during voting there are an insufficient number of eligible candidates to fill a position, the Executive Committee, acting as the Nominating Committee, will, within 30 days, meet and prepare a slate of one or more nominees to be voted on.
- C. Special Elections: In the event an elected officer (other than the Council Chair) or an elected at-large member resigns or otherwise leaves the Council during their term, a special election will be held at the next scheduled full Council meeting.
- D. In the event an appointed at-large member resigns or otherwise leaves the Council during their term, the Chair may appoint an at-large member for the remainder of the term.

ARTICLE VII: MEETINGS

- A. The Council shall meet at least three (3) times a year. The Council may call additional meetings as it deems necessary.
- B. Special meetings may be called by the Council Chair. Special meetings may also be called by written application of five (5) members made to the Vice Chair who shall send notices to all members not less than ten (10) working days prior to the meeting stating the purpose(s) of the meeting.
- C. Members are expected to attend Council and assigned committee and/or task force meetings. They shall notify the Executive Director, in writing, as soon as reasonably possible of any absences. Due to the complexity of matters considered by the Council, attendance at meetings is crucial.
- D. A quorum for Council meetings and all standing committees shall be at least forty percent (40%) of the membership. A member must be present to count toward quorum. Once a quorum is established, actions, as applicable, shall be taken by a majority vote of those present.

- E. All meetings of the Council, its committees, and task forces must be noticed and open to the public.
- F. Robert's Rules of Order, most recent edition, shall be followed by the Council in all cases involving parliamentary procedure when such rules do not conflict with the provisions of these Bylaws. The rules may be suspended by a two-thirds (2/3) vote of the voting members present at any meeting of the Council or its committees.

ARTICLE VIII: INDEMNIFICATION

- A. Any person who was or is a party, or is threatened to be made a party, to any threatened, pending, action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason that he or she is or was a member, officer, employee, or agent of the Council, or is or was serving at the request of the Council as a member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, and the action is related to their service on behalf of the Council, shall be indemnified by the Council, against all expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, including any appeal thereof. However, no indemnification shall be available to an individual should it be determined that the individual's actions were in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights, safety or property. The initial determination as to whether an individual's actions are subject to indemnification shall be made by the Executive Committee.
- B. There shall be a right of review of the determination of the Executive Committee as follows:
 - 1. A committee of three individuals shall be selected to review the determination of the Executive Committee as to whether a member, officer, employee or agent of the Council is entitled to indemnification under this Article.
 - 2. The committee shall consist of one individual selected by the Executive Director, one member selected by the Council and the third selected by those two individuals. In the event that an agreement cannot be reached by those two individuals, the Executive Director and the organization's Attorney will select the third individual.
 - 3. The committee shall review the circumstances of the civil, criminal, administrative, or investigative matter and determine whether the alleged actions are indemnifiable under these provisions.
- C. Upon being notified of the existence of a civil or criminal action, suit, or proceeding having been brought against a member, officer, employee, or agent of the Council, that individual shall immediately provide that information to the Executive Director. Expenses (including attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding shall be paid by the Council in advance of the final disposition of such action, suit, or proceeding upon notification of the existence of the action provided that the action is within the scope of this indemnification.

Indemnification hereunder shall continue as to a person who has ceased to be a member, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such person. The foregoing rights of indemnification shall not be deemed exclusive of any other rights to which any such person may otherwise be entitled apart from these Bylaws. To the extent that it is ultimately determined that the individual is not entitled to indemnification under these provisions, the Council may seek reimbursement of any expenses (including attorney's fees) previously paid.

- D. The Council may authorize the purchase and maintenance of insurance on behalf of any person who is or was a member, officer, employee, or agent of the Council, or is or was serving at the request of the Council as a member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Council would have the power to indemnify him or her against such liability under the provisions of these Bylaws.

ARTICLE IX: BYLAWS AMENDMENTS

These Bylaws may be amended at any time by a two-thirds (2/3) vote of the membership of the Council present at a duly called meeting at which a quorum is present; provided, however, that the agenda of the meeting and new wording of the proposed changes are sent to every member at least ten (10) working days before the date of the meeting at which the amendments will be considered. Recommendations for amendment may be developed through any individual member, committee, or task force. The ten (10) working day notice may be waived upon three-quarters (3/4) approval of the total membership if they want to address the changes at the current meeting.



Conflict of Interest Policy

Purpose:

The purpose of the conflict-of-interest policy is to protect the Florida Developmental Disabilities Council (Council) interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a current or former Council member, staff or consultant of the Council. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

1. **Interested Person:** Any current or former member of the Council, staff, consultant or member of a committee with Council delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Council has a transaction or arrangement,
 - b. A compensation arrangement with the Council or with any entity or individual with which the Council has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Council is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate Council or committee decides that a conflict of interest exists. (See Procedures 2)

Procedures:

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Council's Executive Committee with delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon.
3. **Procedures for Addressing the Conflict of Interest:**
 - a. An interested person may make a presentation at the meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The chairperson of the Council or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Council or Executive Committee shall determine whether the Council can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Council or Executive Committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Council's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy:
- a. If the Council or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Council or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings:

The minutes of the Council and all committees with Council delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's or Executive Committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation:

1. Any person who receives compensation, other than travel reimbursements, from the Council is precluded from being on the Council.

Annual Statements:

Each Council member and member of a committee with Council-delegated powers shall annually sign a statement, which affirms such person:

1. Has received a copy of the conflict-of-interest policy,
2. Has read and understands the policy, and
3. Has agreed to comply with the policy.

Section 124(c)(5)(D) of the DD Act requires that the State Plan shall provide an assurance that no member of the Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest.

In accordance with section 125(b)(4), Council members who are representatives of agencies and organizations, as provided for in the DD Act, shall recuse themselves from any discussion of grants or contracts for which such

representatives' departments, agencies, or programs are grantees, contractors, or applicants and comply with the conflict-of-interest assurance requirement under section 124(c)(5)(D).

Updated 04/20/2021

DRAFT



Consultant Rate Policy

1. All consultant fees will be negotiated by the Chief of Programs and Research based on resumes and expertise.
2. Consultant rates will have a maximum ceiling of \$200 per hour or \$1,600 per day.
3. Speaker fees will have a maximum ceiling of \$3,000 per day.
4. Travel will be reimbursed in accordance with FDDC's travel policy up to a maximum of \$1,500 per trip.
5. Exceptions to the maximum rates must be approved by the Executive Director.

Approved: 12/03/04
Revised: 03/07/08
Revised: 10/06/17
Revised: 07/09/20
Revised: 11/21/22
Revised: 3/24/24



Corporate Credit Card Policy

FDDC recognizes that there will be occasions when employees need to use an organization issued credit card for travel or other organization approved purposes. Therefore, at the discretion of the Executive Director, a corporate credit card may be issued to employees of the Florida Developmental Disabilities Council, Inc. (FDDC).

The corporate credit card may only be used to charge legitimate, reasonable business expenses necessarily incurred during the course and in the scope of FDDC employment. The corporate credit card may not be used to charge items or services for the personal use or benefit of FDDC employees.

Card User Responsibilities: Card users are reminded that use of the corporate credit card does not relieve the user from following all of FDDC's travel and procurement policies and procedures. A credit card is a payment method, not a procurement procedure. Upon issuance, card users will be required to sign a statement acknowledging the following:

1. The card will be used exclusively for legitimate FDDC related business purposes.
2. The card user agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location.
3. Theft or loss of the corporate credit card must be reported immediately to the credit card company and to FDDC's Finance Department.
4. The card user will follow all required travel and procurement policies and credit card procedures.
5. The card user should remind hotels/contractors/rental car companies, etc. at the time of purchase that FDDC is exempt from sales tax. Card users should keep a copy of FDDC's sales tax exemption form with them to present at the time of purchase; and
6. Personal charges are prohibited. If any are identified, the card user will be responsible for all personal charges incurred as well as any outstanding personal charges, including interest, upon termination.

The credit card statement will be sent to the FDDC's office for payment processing. Receipts submitted by the employee will be matched with amounts charged. FDDC will make payment in full for bonafide allowable FDDC expenses incurred.

Failure to comply with the policies and procedures associated with the use of FDDC's issued credit cards will be subject to possible revocation of card privileges. The Executive Director will determine whether credit cards are to be revoked.

Approved September 2019



Florida Sunshine Law & Public Records Act

The Council is required to operate under Florida's open government laws, commonly referred to as the Government in the Sunshine Law and the Public Records Act, which are found in Section 286.011, Florida Statutes and Chapter 119, Florida Statutes, respectively. Generally speaking, there are three basic requirements under the Sunshine Law: (1) meetings of public boards or commissions must be open to the public; (2) reasonable notice of these meetings must be given; and (3) minutes of the meetings must be taken and made available to the public. Likewise, under the Public Records Act, the general requirement is that any document or record, in whatever form, that is made or received pursuant to law or in connection with the transaction of official business, is open for inspection by any person. These laws are to be given a liberal construction, and it is thus the Council's policy to err on the side of caution – if an activity or record is arguably subject to Florida's open government laws, it should be treated as though covered.

All meetings, telephone calls, or conference call between two or more Council and/or task force resource members, at which official business or acts of the Council, Committee or task force are to be taken or at which discussion of any such official acts is to take place, are subject to the Florida Sunshine Law requirements.



Funding & Budget Policy

FUNDING:

The Developmental Disabilities Grant Award to Florida is used to carry out the Council's responsibilities as stipulated in the Developmental Disabilities Assistance and Bill of Rights Act. The grant award is issued annually based on a formula from the federal government. Although availability and distribution of the award is mandated annually to each state from the federal government at the beginning of the federal fiscal year (October), availability of funds is at the discretion of the activities of Congress in any given year. Hence, it is the responsibility of the Finance Committee and Council to monitor both funding and spending to ensure cash flow, solvency, federal obligation and spending requirements are met quarterly and annually.

FUNDING ALLOCATION:

The internal process for budgeting annual award dollars is as follows: a) administration, b) programmatic state plan activities, and c) program reserve. All 3 budget to actual amounts is reviewed quarterly and reported to the full Council tri-annually.

Administration:

These are non-state plan activities that include administrative overhead, Council development, evaluation/oversite and any other costs not associated with state plan activities. Of the total yearly federal award to Florida, federal guidelines allow utilization of up to 30% for administration. The administration budget to actual is reviewed monthly with the Executive Director, quarterly with the Treasurer, and reported tri-annually to the Finance Committee and full Council.

State Plan Activities:

Much of the annual federal award to the Council is allotted toward the 5-year state plan. The State Plan Committee oversees the state plan budget, activities, and funding amounts. The state plan budget to actual is reviewed monthly with the Executive Director, quarterly with the Treasurer, and reported tri-annually to the State Plan Committee and full Council.

Program Reserve:

The Council allocates 1.5% of its yearly federal award to the programmatic reserve. In addition to the annual allotment of these funds, the programmatic reserve also includes unutilized funds from contracts, line items, and administration as well as grant award surpluses with an offset for reductions. These funds may be used to a) address an emergency or emerging need of individuals with intellectual and developmental disabilities (I/DD) and/or their community, b) address an emergency or emerging issue that will severely impact the community of individuals with I/DD that is not specified in the state plan, c) address an emerging need of an initiative currently being implemented or in the proposal process, or

d) provide additional funding to state plan initiatives or administrative activities. Justification and approval are required for the use of these funds.

The amount of the requested expenditure and justification for the expenditure must be presented to the Executive Director for approval. The amount requested cannot exceed the micro-purchase amount noted in FDDC's procurement policy. Upon receipt of the justification the Executive Director will obtain written agreement from either the Treasurer or the Council Chair and provide final approval.

FUNDING COMMITMENT:

The State Plan Committee will approve a multi-year state plan programmatic budget at the commencement of the Council's approval of the five-year state plan. The State Plan Committee will review the budget tri-annually and make any recommendations for modifications to the budget on an annual basis.

The Finance Committee will approve a multi-year administration budget to coincide with the five-year state plan. The Finance Committee will review the budget/expenses tri-annually and make any recommendations for modifications to the budget on an annual basis.

The Executive Committee and Finance Committee will meet annually to review any modifications to the multi-year budget and approve any changes to the full Council budget.

The Council budget will be reviewed and approved jointly by the Finance Committee and the Executive Committee at the last Council meeting prior to the end of the fiscal year.

Council funds are considered committed with the approval of the full Council budget. This allows staff to proceed with the procurement of funds for the identified Council initiatives.

Council funds are considered obligated when the committed funds have been expended or are in a contract.

The State Plan Committee will monitor the obligation of funds approved by the Council for State Plan Activities.

The Finance Committee will monitor the obligations of funds approved by the Council for Administration

BUDGET SURPLUS OR DEFICIT:

FDDC's grant award is issued annually based on a formula from the federal government. Consequently, the amount of FDDC's award will vary from year to year which may result in a budget surplus or reduction as each year's budget is based on the prior year's funding amount. If a budget surplus occurs, the surplus funds will be transferred to the Program Reserve. Budget reductions will be offset against the Program Reserve funds. Contingency funding recommendations may be developed in the event additional funding becomes available.

The Council obligates and spends grant award dollars within a two-year timeframe.

Original Date: 9/9/11

Revisions:

9/14/12,1/29/15,9/23/16,11/15/16,9/21/18,11/15/22



Limitations of Indirect Costs

It is the Florida Developmental Disabilities Council's (FDDC) policy to limit the amount of grant funds paid to a provider for indirect costs.

Indirect cost cannot exceed a fifteen percent (15%) de minimis rate of modified total direct costs (MTDC) unless the entity has an approved federally recognized negotiated indirect cost rate in accordance with the Uniform Guidance. 2 CFR 200.414(f).

Revised November 21, 2022
Revised April 22, 2024



Personal Support Provider (PSP) and Respite/Childcare (RC) **Reimbursement Policy**

POLICY

The Florida Developmental Disabilities Council (FDDC) will provide reimbursement for the level of support required for individuals to be fully included in FDDC sponsored activities. Reimbursement will be based on the level of need defined by the individual and FDDC designated staff member and the rate for reimbursement will be determined based on FDDC's Level of Support Reimbursement Matrix.

PROCEDURES

1. The individual seeking reimbursement for a personal support provider or respite/childcare will complete the Level of Need Form. This form will be routed to the Executive Assistant.
2. The pay rate for the level of support will be based on the Level of Need form submitted and the Level of Support Reimbursement Matrix established by FDDC.
3. Once the level of support is determined the rate of pay will be shared with the individual so that they can recruit a personal support provider or respite/childcare worker. The determined rate will be shared with the Finance Department for processing reimbursement(s).
4. The individual and/or family is responsible for arranging for a PSP or RC and paying them directly.
5. The role of the PSP must be clearly defined between the individual and the PSP so that those who staff the Council's event will know that the individual is fully included and that no Council or staff support is needed.
6. The total amount that will be reimbursed for the trip will be based on the start and end time of the trip (total trip time).
7. If transportation is needed for the trip, either the PSP can provide the transportation, or the Council will engage an approved transportation company to provide transportation. If the PSP provides direct transportation, it must only be for the person they are providing direct PSP assistance to.
8. A PSP or RC Reimbursement Form will be provided to the individual for completion and submission to the Finance Department for reimbursement. Reimbursement Form(s) must be completed and submitted within 90 days to secure reimbursement.
9. The Level of Need form will be reviewed annually unless circumstances change for the individual at any time throughout the year. If that is the case, then the individual will meet with FDDC assigned staff and complete another Level of Need form.

Adopted: 07/09/2020
Revised: 7/27/2022



Procurement Policy

Overview

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL.

The Florida Developmental Disabilities Council (FDDC) requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment.

The goal of this procurement policy is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements. This policy follows the regulations in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), including the procurement standards.

Responsibility for Purchasing

With the approval of the FDDC's annual budget, the Executive Director or their designee are authorized to conduct purchasing in accordance with this policy. Any programmatic or administrative purchase requests outside the approved annual budget will be addressed in accordance with FDDC's Budget Policy.

Ethical conduct in managing FDDC's purchasing activities is essential. Staff and Council members must always be mindful that they represent the Council as a whole and share a professional trust with funding sources.

Procurement through a Competitive Process

To ensure full transparency in competitive procurement FDDC will:

- Address any potential conflicts of interest.
- Address any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.

- Ensure contractors and staff who develop or draft specifications, requirements, statements of work, or invitation for bids or request for proposals are excluded from competing for such procurements.
- Award contracts to offerors/bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and/or all bids when it is in the FDDC's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by federal statute or specifically required for the scope of work to be provided.

Procurement Procedures

FDDC will:

1. Avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award.
2. Analyze lease and purchase alternatives, where appropriate, that would be the most economical and practical procurement when both lease and purchase alternatives are available and allowable to the program.
3. Encourage purchasers to enter into state and local inter-governmental or inter-entity agreements, where appropriate, for procurement or use of common or shared goods and services.
4. Encourage purchasers to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs (www.qsa.gov).
5. Document the cost and price analysis associated with each procurement decision more than the simplified acquisition threshold (\$250,000) to be retained in the procurement files.
6. Ensure internal independent budget line-item estimates are determined prior to receiving bids, independent request for proposals or sole source.
7. Maintain a current list of all pre-qualified lists of persons, firms or products which are used in acquiring goods and services. This is to ensure qualified sources are maintained to ensure maximum full and open competition.
8. FDDC will maintain records sufficient to detail the history of procurement, including:
 - 1) Rationale for the method of procurement,
 - 2) Selection of contract type,
 - 3) Contractor selection or rejection, and
 - 4) The basis for the contract price.
9. FDDC shall make all procurement files available for inspection upon request.

10. A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.
11. To the extent practical, FDDC will utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible.

Authorizations and Purchasing Limits

(1) Procurement by micro-purchase (under \$50,000): Procurement by micro-purchase is the acquisition of supplies or services where the aggregate dollar amount does not exceed the federally defined micro-purchase threshold up to \$50,000. To the maximum extent practical, FDDC should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if FDDC considers the price to be reasonable based on research, experience, purchase history or other information and documents. The micro-purchase threshold amount will be evaluated annually. Justification for FDDC's micro-purchase amount is Attachment A.

The amount of the requested expenditure and justification for the expenditure must be presented to the Executive Director for approval. Upon receipt of the justification the Executive Director or her designee will obtain written agreement from either the Treasurer or the Council Chair and provide final approval.

(2) Procurement by small purchase procedures (between \$50,000 & \$250,000): Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that cost more than the micro-purchase threshold and do not cost more than the Simplified Acquisition Threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. Invitation for Proposal (IFP) or Request for Bids (RFB) methods may be used to procure small purchases.

The amount of the requested expenditure and justification for the expenditure must be presented to the Executive Director for approval. Upon receipt of the justification the Executive Director or her designee will obtain written agreement from either the Treasurer or the Council Chair and provide final approval.

(3) Procurement by competitive proposals (\$250,000 and higher): The technique of competitive proposals is normally conducted with more than one source submitting an offer, and a cost-reimbursement type contract is awarded.

If this method is used, the below procedures are required:

- 1) Requests for proposals must be publicized,

- 2) They must identify all evaluation factors and their relative importance,
- 3) Any response to publicized requests for proposals must be considered to the maximum extent practical,
- 4) Proposals must be solicited from an adequate number of qualified sources,
- 5) A written method for conducting technical evaluations of the proposals received and for selecting recipients must be implemented, and
- 6) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the program, with price and other factors considered.

The amount of the requested expenditure and justification for the expenditure must be presented to the Executive Director for approval. Upon receipt of the justification the Executive Director or her designee will obtain written agreement from either the Treasurer or the Council Chair and provide final approval.

(4) Procurement by noncompetitive proposals: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The aggregate dollar amount for the acquisition of property or services, does not exceed the micro-purchase threshold,
- 2) The item is available only from a single source which includes an organization (person) who is recognized as a subject matter expert in the field,
- 3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
- 4) The Federal awarding agency expressly authorizes a noncompetitive procurement in response to a written request, or
- 5) After solicitation of several sources, competition is determined inadequate.

The amount of the requested expenditure and justification for the expenditure must be presented to the Executive Director for approval. Upon receipt of the justification the Executive Director or her designee will obtain written agreement from either the Treasurer or the Council Chair and provide final approval.

Procurement Protest Procedures

Offerors/bidders will be notified in the original Request for Bid or Invitation of Proposal of FDDC's protest procedures. Offerors/bidders not selected under a competitive solicitation will be notified in writing or electronically that their bid or proposal was not accepted. FDDC's protest procedures will be made available upon request, including the name and address of a contact person, and a deadline for filing the protest.

FDDC ACCOUNTING MANUAL

Revised/Approved January 2018

Revised 09/19/18

Revised 11/15/22

DRAFT



Protest Procedures

Protests:

A. Any adversely affected offeror who desires to protest either the content of a procurement solicitation (whether on RFP, IFP, or a sole source solicitation) or the proposed ranking shall file with the FDDC a notice of protest, in writing, within 72 hours after the posting of the solicitation, for challenges to the terms, conditions and specifications contained in the solicitation; or within 72 hours of the posting of the rankings reflecting the FDDC's decision or intended decision, for challenges to that proposed ranking. In order to be timely under this policy, the notice of protest must actually be received by the FDDC before the 72-hour period expires. Saturdays, Sundays and FDDC holidays shall be excluded in the computation of the 72-hour periods referenced in this policy.

B. A formal written protest shall be filed with the FDDC within 10 days after the notice of protest is filed, stating with particularity the facts and legal basis for the challenge.

C. Any person or entity who files a protest regarding either the content of a procurement solicitation or the proposed ranking shall post with the FDDC, at the time of filing the formal written protest, a bond payable to the FDDC in an amount equal to one (1) percent of the estimated contract amount, as based upon the contract price submitted by the protestor, or, if no such price was submitted, based upon the amount the FDDC reasonably estimates to be the fair market value of similar commodities or contractual services. The FDDC shall provide the estimated contract amount to the protesting party within 72 hours, excluding Saturdays, Sundays and FDDC holidays, after the filing of the notice of protest. The estimated contract amount is not subject to protest under this policy. The bond shall be conditioned upon payment of all costs and charges adjudged against the protesting party in any court proceedings which might subsequently be brought. In lieu of a bond, the FDDC may accept a cashier's check, official bank check or money order in the amount of the bond. At the conclusion of any court proceedings which may result from the protest; and upon payment of all court-ordered costs and charges, excluding attorney's fees, should the FDDC prevail; the bond, cashier's check, official bank check or money order shall be returned to the protesting party.

D. Failure to file a notice of protest, failure to file a formal written protest, or failure to post a bond in accordance with this policy shall constitute a waiver of proceedings under this policy.

E. Upon receipt of a timely filed formal written protest, the FDDC shall halt the solicitation, contract award or negotiation process until the matter is resolved by final FDDC action, unless the Executive Director determines, in writing, that the particular facts and circumstances require the continuation of the solicitation process without delay.

F. The FDDC shall provide an opportunity to resolve the protest by mutual agreement of the parties within seven (7) days, excluding Saturday, Sundays and FDDC holidays, after receipt of a formal written protest.

G. If the matter is not resolved by mutual agreement of the parties within this seven (7) day period after receipt of the formal written protest, the Executive Director shall conduct whatever further proceedings are deemed necessary to resolve the protest within the next 10 days. Such proceedings may include the taking of testimony and receipt of further evidence; may involve oral presentations of the parties; or may be determined from the formal written protest itself; at the sole discretion of the Executive Director. Other parties whose interests may be affected by the outcome of the protest may present written statements of their positions, but otherwise, shall not be allowed to participate in the protest. The Executive Director will set forth his or her decision in writing, which decision shall be the final FDDC action.

H. The burden of proof in any procurement solicitation protest shall at all times rest with the person or entity filing the protest. In reviewing the matter, the Executive Director shall seek to determine whether the proposed action is contrary to the FDDC's governing statutes, policies and procedures, or the solicitation's specifications. The standard of proof shall be whether the proposed action was clearly erroneous, contrary to competition, arbitrary, or capricious.

I. If, at the conclusion of the proceeding, it has been determined that there is merit to the protest, the FDDC shall take the steps necessary to rectify the noted deficiencies which, depending upon the nature of the challenge, may require simply rescoring or reranking the proposals, or could require action up to and including rewriting the solicitation documents and starting the process anew. If the protest has been rejected, the FDDC shall proceed with the solicitation process from the point at which the protest was filed.

5/7/2020
11/18/22



Record Retention and Destruction Policy

The Council is required to operate under Florida's open government laws, commonly referred to as the Government in the Sunshine Law and the Public Records Act, which are found in section 286.011, Florida Statutes and Chapter 119, Florida Statutes, respectively. As a result, records must be retained and may only be destroyed or otherwise disposed of in accordance with a retention schedule established in accordance with section 257.36(6), Florida Statutes. Failure to retain these records for those minimum periods could subject the Council to penalties and fines and seriously disadvantage the Council in litigation.

Retention

Below is the Council's record retention schedule to ensure compliance with Florida's open government law requirements. All employees are expected to fully comply with this policy. Failure to comply with this policy can result in disciplinary action up to and including termination. Records and documents outlined in this policy include paper and electronic files (including email). Electronic files of records and documents for which a paper file exists must also be retained based on the retention schedule below. The timeframes below represent the minimum period of time which a record must be retained. Employees may be instructed to retain certain documents for longer periods of time for historical reference, for potential litigation, or other purposes. This record retention schedule is not an all-inclusive list of every document that is required to be retained. The schedule does identify records that must be retained and examples of records that may be destroyed when determined no longer of value. Employees are responsible for identifying those documents to which this retention schedule applies. Employees should seek guidance as to whether the record needs to be retained, if uncertain about the application of the retention schedule.

Note: All Retention Timeframes listed apply provided applicable audits have been released.

FISCAL RELATED RECORDS	
5 year Retention Timeframe	
Bank Statements and Reconciliations	5 years
Financial Account Authorization Records: Authorization to maintain a bank, investment, or other financial account and the names of those authorized to access the account	5 years (after authorization is superseded, expired or cancelled)
Payroll Records	5 years

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<ul style="list-style-type: none"> Employee authorization for direct deduction. Ledgers/trial balance reports, including reports of wages and payroll deductions Supporting documents including time sheets, supervisor's approval for hours worked forms to rectify errors in payroll processing Posting of Council contribution to an employee's retirement plan 	
Purchasing Records: Includes copies of purchase orders, requisitions, receiving reports	5 years
Posting/Shipping Records: Includes listing/reports of amount of postage used, dates used, unused balance and purpose	5 years
Travel records	5 years
Petty Cash Documentation Records	5 years
Disbursement Records Detail: Documenting specific expenditures, including electronic fund transfer records	5 years
Revenue Records: Documenting receipt of revenue, including electronic funds transfer records	5 years
Supporting documentation used to develop audit reports	5 years
Supporting documentation related to development, modification or implementation of council budget	5 years
Tax Returns	5 years
10 Year Retention Timeframe	
Audits <ul style="list-style-type: none"> Financial audit State or Federal Auditor Report Any report issued by an independent auditor 	10 years
Disbursement and Revenue Records Summary: Aggregate documentation of expenditures and revenues	10 years
Permanent Retention	
Approved Annual Budget (and amendments)	Permanent
Financial History Summary Reports	Permanent

PERSONNEL/EMPLOYMENT RELATED RECORDS	
5 Year Retention Timeframe	
Attendance and Leave Records	5 years
Disciplinary Case Files: Documentation of investigations of allegations, formal or informal proceedings with outcome, and formal or informal disciplinary action. These records are filed separately from the employee personnel file, but the final action summary becomes a part of the personnel file.	5 years
Employment Application and Selection Records [for employment	5 years

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applicants not hired]: Includes job announcement, position description, applications and resumes, correspondence, documentation required of applicant, tests, background investigation, screening documentation, reference checks and any other information affecting selection process.	
Grievance Files: Records of council proceedings in settlement of disputes between the council and its employees	5 years
Injury Records	5 years
Whistle Blower Investigation Records	5 years
Worker Compensation Records	5 years
Unemployment Compensation Records: Copies of Employers Quarterly Reports to the Department of Revenue	5 years
Background Screening Records	5 years
Personnel Records Supplemental Documentation: Documentation not required to be in personnel file	5 years
Work Schedules: Work scheduling documents for employees	5 years
VECHS Applicant Waiver Agreement and Statement (For Criminal History Record Checks)	5 years or however long employed (whichever is longer)
10 Years Retention Timeframe	
Position Description and Salary Schedule Record: Job description and list or report of salary classification/range for each position	10 years (after position has been superseded or is obsolete)
50 Years Retention Timeframe	
Personnel Records: Includes employment applications, performance evaluation reports, I-9 forms, benefits records, and other related materials	50 years (after separation or termination of employment)
ADMINISTRATIVE RECORDS	
1 Year Retention	
Management Internal Surveys/Studies: Includes data or work papers for surveys conducted by the council to study management issues such as suggestion box submissions, employee satisfaction surveys/interview, annual council or goal subcommittee surveys, poll responses or other records related to the study of internal operations.	1 Year
5 Year Retention	
Florida Administrative Weekly Advertisements	5 years
Policies/Procedures and Supporting Documents: Includes employee handbooks, standard operating procedures, correspondence and memo stating the policies and procedures to be followed by employees (i.e., directives)	5 years after superseded or becoming obsolete
Insurance Records: Includes policies, claim filing information, premiums, and information on insurance carriers and rates	5 years (after final disposition of

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	claim or expiration of policy)
Inventory of Council Property	5 years
Office of Inspector General Investigation Records	5 years
Signature Authorization Records: Forms authorizing individuals to sign purchase orders, receipts, paychecks or sign off on other types of agency business	5 years after superseded or obsolete
Vendor Files: Records documenting services offered and/or provided by individuals vendors, including vendor background information, product/service price lists, copies of invoices, purchase orders, receiving reports and other related records	5 years
Work Orders: Requests for major or minor maintenance or service requiring a work order	5 years
Non-Capital Improvement contracts/leases/agreements: Includes contracts, leases, or agreements entered into for the purchase of goods and services such as rental lease agreement and copier lease agreement	5 years
10 Year Retention	
Records Documenting Substantive Actions and Constituting the Official Records of Council Performance of its Functions and Formulation of Policy and Program Initiatives: Includes correspondence, memos, statements prepared for delivery at meetings or other public functions designed to advertise or promote Council's program activities and policies, reports concerning council program development and implementation, legislative and public policy positions, and proclamations.	10 Years
Supporting Documentation for Federal Funding [Administration on Developmental Disabilities] Reports and Requirement Compliance: Includes correspondence with ADD, grant award agreement, and other records	10 years
Permanent Retention	
Copyright Release/Authorization Documentation: Releases or other documentation authorizing the agency to publish copyrighted materials, including publication on the internet.	Permanent
Record Disposition Documentation: Documentation of each disposition of public records	Permanent
Articles of Incorporation, By-Laws, Executive Order Establishing Council	Permanent
Annual Reports: State Plan, State Plan Amendments, Program Performance Reports	Permanent
PROGRAM RELATED RECORDS	
5 Year Retention Timeframe	
Request for Proposal Files/Invitations for Proposals/Request for Bids: Including content as currently required for all RFP/IFP/Bid files. (Note: The retention timeframe for	5 years (after completion of last contract)

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RFP/IFP/Bid minutes are permanent.)	
Contract and Deliverable Files: Including content as currently required for all contract and deliverable files, as well as audit reports of sub grantees	5 years (after completion of last contract associated with project procurement)
Contract Files: Executed Contract, all amendments and Executive Summary	Permanent
Permanent Retention	
Contract Files: Executed contract, any amendments, and executive summary	Permanent

BOARD/COUNCIL RELATED RECORDS	
5 Year Retention	
Council Member and Resource Member Appointment Records: Includes appointment applications, letters of appointments, letters of resignations, and related correspondence	5 years (after term of office or committee/board is abolished)
Appointment Applications (for individuals not appointed to Council)	5 years
List of names and addresses of all Council members for each year.	5 years
List of names and addresses of Council Executive Director and Officers for each year.	5 years
Council Appointment Process Records: Includes letters to the Governor relative to appointments	5 years
Recording and Supporting Documents for Meetings: Includes supporting documents for minutes and agenda generated by official meeting (e.g., roll call sheet, sign-in sheets for speakers), notes and audio/video recordings (if the Council is in possession of the recordings).	5 years
Non-official Meeting Minutes/Notes: Includes minutes, agendas, and background materials used as reference documents for agenda items from advisory committees, conversations between council members, Chair/Vice Chair weekly calls and other meetings/calls where votes are not required.	5 years
Council Election Ballots	1 year (after vote count)
Permanent Retention	
Minutes of Meetings: Includes minutes, agendas and background materials used as reference documentation for agenda items for official council, committee, goal subcommittee, and RFP Selection Team meetings	Permanent

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PUBLIC INFORMATION/MARKETING RELATED RECORDS	
1 Year Retention	
Press Releases	1 year
Information Request Records: Includes requests for publications or services, public records request, and requests for general Council information received via the web site, email or written correspondence	1 year
Public Information Records: Includes records of dissemination of information to the public about Council projects, public policy activities, and other work of the Council including speeches, presentations, photographs or other illustrations used in Council publications, brochures, handouts, or other items from public distribution.	1 year
Public Comment Records: Correspondence and emails providing input/comments/feedback to the Council.	1 year
5 Year Retention	
Public Program/Event Records: Includes files documenting council sponsored events or programs available to the public or segment of the public. These records include events or programs other than those under contract.	5 years
Public Notices	5 years

PAPER AND EMAIL CORRESPONDENCE RECORDS	
5 Year Retention	
Correspondence, memos and Email Generated by Staff (Other than to Council or Goal Subcommittee Members): Includes <ul style="list-style-type: none"> • Items of a general nature associated with administrative practices (e.g., clarification of policy, operational decisions) • Documenting policy development, decision-making, or substantive programmatic issues, procedures and activities (e.g., conveying or explaining council decisions) 	5 years
Correspondence, Memos and Emails Generated by Staff to Council or Goal Subcommittee Members: Includes <ul style="list-style-type: none"> • Providing agendas, minutes and meeting materials • Providing draft or final documents for formal consideration (e.g., Requests for Funds, position statements, recommendations for rule development) • Providing background information needed for meeting or conference call discussions. (Excludes, scheduling meetings, sending requested forms [e.g., travel or Leadership Development], forwarding information regarding topics of interest)	5 years
Correspondence, memos and Emails generated by Council or Goal Subcommittee Members: Includes	5 years

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<ul style="list-style-type: none"> • Comments on draft or final documents provided for formal consideration • Provision of information relevant to Council or goal subcommittee business (Excludes, responding to scheduling meetings, requesting forms, forwarding information regarding topics of interest)	
Correspondence, memos and Emails received at the Council Office or by Staff with implications to the work of the Council: (excludes correspondence, memos and emails that fall into other categories)	5 years

OTHER RECORDS	
1 Year Retention	
Calendars, Appointment Books, Planners: Includes records of official and individual work calendars of daily appointments and meetings.	1 year
Permanent	
Written Legal Opinions	Permanent

Many records need to be retained only until they are determined obsolete, are superseded by another record, or the administrative value for the record is lost. Below are examples of records that can be destroyed when staff determine they are no longer of value.

- **Administrative Support Records:** Records relating to internal administrative activities and documenting day-to-day office management, such as individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of facilities.
- **Organizational Charts**
- **Staff Administration Records:** Documentation maintained by supervisors to assist in managing office staff and monitoring personnel issues
- **Subject/reference files:** copies of correspondence, reports, memos, studies, articles, etc., regarding topics of interest to or addressed by the council.
- **Drafts and working papers:** materials such as correspondence or memos, circulated drafts, notes, calculations and other supporting documents used in developing, compiling and assembling a final product for the Council.
- **Legislation Records:** Documents relative to the development of legislation proposed by the council and/or potentially impacting the council.
- **Correspondence between Staff:** Emails, memos and other correspondence between staff do not need to be retained unless such correspondence provides direction relative to policy or procedures.

Destruction/Disposition

During the month of December for each calendar year, employees will identify all records that are scheduled for destruction/disposition based on the timeframe stipulated in this policy. All such identified records and required related information will be submitted to the Executive Director for

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approval on the Proposed Records Disposition Report prior to disposition/destruction. For the records approved for destruction/disposition, the Executive Director will identify the category of records that must be destroyed and those that can be disposed of without destruction. A Record Disposition Journal will be maintained of all records destroyed or disposed of.

Effective Date: 03/11/10

Revised 9/9/2011

Revised 9/23/2016

Revised 9/17/2018

Revised 11/20/2018

Revised 7/31/2023

DRAFT



FDDC Risk Assessment Policy

One of the goals of the uniform grant guidance is to reduce waste, fraud, and abuse. To this end, the Council is implementing a process to assess the risk of offerors before making award decisions. A Risk Assessment matrix will help ensure sound award decisions and improve monitoring strategies and use of federal funds.

During the funding process, each submitted proposal will be reviewed and scored according to the criteria set forth in the Invitation for Proposals. The Council will then undertake a risk review of the offeror for each proposal scoring over 70. This review will consist of three components: (1) a self-assessment of risk completed by the applicant; (2) inherent risk assessment; and (3) an assessment of prior performance if the offeror has previously contracted with the Council.

An offeror will receive a rating of LOW, MODERATE, or HIGH for each applicable component. A rating of HIGH risk does not preclude the offeror from receiving the subaward; however, the ratings may be used to determine which subawards may require specific award conditions, closer supervision and/or more detailed monitoring strategies. The State Plan Committee may also choose not to fund an award based upon the risk assessment if it determines that elevated risk will adversely affect the Council's ability to fulfill its duty as a steward of federal funds.

The Council's State Plan Committee will utilize the Risk Assessment ratings in its decision to fund the subaward. The State Plan Committee will review the risk assessment ratings for the top-ranked offeror and determine whether or not to fund the top-ranked proposal. If the top ranked proposal is not funded or if negotiations with the top ranked offeror are unsuccessful, the proposal will no longer be considered, and the State Plan Committee may review the risk assessment ratings for the second highest ranked proposal and determine whether or not to fund the proposal. This process will continue until a subaward is made, or until the State Plan Committee recommends otherwise. Please note that the Committee may use the prior performance ratings for proposers with a history of contracting with the Council as the deciding factor of an award based on specific experiences of compliance/non-compliance with Council guidelines.

Application of the Provider Performance Risk Assessment to Continuation Projects

Documentation compiled from monitoring and assessment activities conducted throughout the contract period and reflected in each Deliverable Review Form will be used to complete the Provider Performance Risk Assessment Form (see attached Provider Performance Risk Assessment Form). This assessment will also document circumstances outside the provider's control that may have negatively impacted the provider's ability to meet certain requirements or achieve the intended outcomes. The Provider Performance Risk Assessment is completed by FDDC's Manager, Programs & Contracts, and approved by the Deputy Director, Programs and Compliance.

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If the Provider Performance Risk Assessment identifies deficiencies in adherence to contract requirements, Council staff will notify the provider as deemed appropriate with actions to be taken that may include a corrective action plan, additional monitoring requirements, or any other method deemed necessary by the Council to avert associated risks of continuing the project.

Approved 8/29/19

Revised 07/09/20

DRAFT

Attachment A

Self-Certification of Increased Micro-Purchase Threshold

Effective Date: November 15, 2022

Annual Self-Certification Date: January 26, 2024

The Florida Developmental Disabilities Council (FDDC), as a non-federal entity, may establish a threshold higher than the micro-purchase threshold identified in the Federal Acquisition Regulation (\$10,000) in accordance with the requirements of 2 CFR § 200.320 (a)(1)(iv).

FDDC may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with FDDC's *Record Retention and Destruction Policy*. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- A. A qualification as a low-risk auditee, in accordance with the criteria in 2 CFR § 200.520 for the most recent audit.
- B. An annual institutional risk assessment to identify, mitigate, and manage financial risks;
or
- C. For public institutions, a higher threshold is consistent with State law.

FDDC self-certifies that effective November 15, 2022, and for the period January 26, 2024, through February 2025, its Micro Purchase Threshold is hereby increased to \$50,000. Micro purchases will be made in accordance with FDDC's *Procurement Policy*. Unless otherwise required by FDDC's internal purchasing regulations or controls, purchases up to the Micro Purchase Threshold may be purchased without soliciting competitive price or rate quotations if FDDC considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly.

This self-certification is based on the following justification, as recognized, and authorized by 2 CFR §200.320(a)(1)(iv)

- (A) FDDC qualifies as a low-risk auditee^a, in accordance with the criteria in 2 CFR § 200.520 for the last two annual audits.

The micro-purchase threshold level will be evaluated annually upon receipt of the audited financial statements. The Executive Committee will approve the final recommendation.

Approved 11/15/2022

Revised 1/26/2024

^a <https://www.govinfo.gov/content/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-sec200-520.pdf>



Service Animals at Sponsored Events

This policy refers to all FDDC hosted or paid for events through the FDDC or its grantees. This includes but is not limited to:

- Council meetings
- Committee meetings
- Grantee funded meetings (i.e., Florida SAND, Partners in Policy Making)

This policy refers to persons/positions as follows:

- FDDC Council members
- FDDC Resource members
- Person with an intellectual/developmental disability
- Personal care attendants
- Family members

No animals will be allowed at FDDC events unless they meet the definition of service animals under the American with Disabilities Act and Florida Statute 413.08 and are solely for the service of the person with the disability. Persons with disability are encouraged to notify FDDC prior to the event if they may be bringing a service animal, to help the FDDC prepare any necessary accommodations for the individual. Animals associated with personal care attendants and family members will not be allowed in hotel rooms, the meeting premises, and/or social gatherings related to the event. The service animal handler shall be responsible for maintaining control over the service animal and providing care, food and supervision. The service animal handler is responsible for any damage caused by the service animal.


A Service Animal is specifically described in the Americans with Disabilities Act and section 413.08, Florida Statutes, as **dogs or miniature horse that are trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work done or tasks performed must be directly related to the individual's disability.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, retrieving objects, alerting an individual to the presence of allergens, helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors, calming an individual with posttraumatic stress disorder during an anxiety attack, or performing other duties. Service animals are working animals, not pets.

Florida statute 413.08 further explains the rights and responsibilities of an individual with a disability; use of a service animal; prohibited discrimination in public employment, public accommodations, and housing accommodations; penalties.

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Comfort Animal is a term that is often interchanged with Emotional Support Animal. Comfort animals, companion animals, and crime-deterrent animals are not covered under the ADA or Florida statute and do not qualify under the law as service animals. More specifically, provision by an animal of emotional support, well-being, comfort, or companionship does not constitute work or tasks for purposes of the law. The owners of Comfort Animals or Emotional Support Animals do not have the public access rights that are granted to Service Animals.

Only the person with the disability will be granted access to the service animal at all events and related social gatherings. No other animals will be allowed. This is to ensure the protection of the service animals, their owner, staff and the public. Please see graph for differentiation between a service dog and a comfort dog. Additionally, any service animal may be removed from an FDDC event if the service animal becomes out of control and the service animal's handler cannot effectively control the service animal.

		
✓	SPECIALLY TRAINED (TASK-TRAINED)	✗
✓	ALLOWED BY FEDERAL LAW (AIR CARRIER ACCESS ACT) TO ACCOMPANY THE HANDLER ON FLIGHTS	✓
✓	ALLOWED BY FEDERAL LAW TO ACCOMPANY HANDLER IN RESTAURANTS, STORES, MOVIE, THEATRES, ETC.	✗
✓	ALLOWED BY FEDERAL LAW TO STAY WITH PEOPLE WHO ARE DISABLED IN APARTMENTS THAT HAVE "NO PET" POLICIES	✓
✓	TRAINED TO ASSIST JUST ONE PERSON	✗
✗	PROVIDE EMOTIONAL COMFORT TO MORE THAN ONE PERSON	✓
✗	MUST BE CERTIFIED OR REGISTERED	✗

Adopted September 2017



Travel Policy

- Approval to perform travel funded by the Florida Developmental Disabilities Council (FDDC) must have prior approval of the applicable Council staff and the Chief Financial Officer. Travelers are requested to submit reimbursement claims not more than ninety (90) days after completion of travel activity. Reimbursement requests submitted after 90 days of travel will not be reimbursed by FDDC. FDDC will not reimburse expenses reimbursed by another agency or entity and will periodically exchange reimbursement information with other agencies to ensure reimbursement of expenses is not duplicated. All original receipts for travelers must be submitted with a travel reimbursement form when requesting reimbursement.

Meal Allowance

The traveler will receive reimbursement of meals based on the departure and return time of a travel event. Such time criteria and meals allowances are identified below:

Meals	Depart Before	Return After	Allowance
Breakfast	8:00am	10:00am	\$10.00
Lunch	12:00pm	2:00pm	\$10.00
Dinner	4:00pm	8:00pm	\$20.00

Lodging

- A traveler may not claim expenses for lodging for overnight travel within 30 minutes of his or her official headquarters or residence unless he or she obtains prior approval of the Chief Financial Officer with written justification.
- Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day unless fully justified in writing.
- Hotel rooms exceeding \$129 per night require justification by the traveler and prior approval by the Chief Financial Officer.
- FDDC will pay room rate for only the traveler.

Mode of Travel:

Automobile

- Travel by automobile if the destination is within 300 miles is strongly encouraged. Individuals traveling via automobiles are encouraged to use rental cars. If a rental car is used, the state rate through AVIS should be requested. Other carriers may be used if AVIS vehicles are not available or if a lower rate can be obtained. Carpooling is encouraged.
- There are 2 options available for reimbursement when using a **vehicle** for travel.
- **Option 1 - Use a Rental Car**
The traveler will be reimbursed the daily rental cost of a midsize car, loss damage waiver protection (LDW), and the actual cost of gas. **Receipts required for rental car, LDW, and gas.**
- **Option 2 – Use your personal vehicle and get reimbursed using standard mileage rate**
Individuals may use their personal automobile and shall be reimbursed at \$0.67 cents per mile. Mileage is allowed to the airport from actual point of origin when performing authorized travel. All mileage from point of origin to point of destination and return should be computed on the basis of the Official Road Map published by the State Department of Transportation or MapQuest or similar program.

Airfare

- Commercial air travel must be made by the most economical fare; early reservations are encouraged.

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Rental Cars

- Arrangements for rental cars must be made in advance by the traveler. Rental cars are to be used only for FDDC business. Renting a vehicle larger than Midsize requires justification by the traveler and prior approval by the Chief Financial Officer unless the car will be used to transport 3 or more individuals. Hybrid cars may be rented instead of compact cars if cost effective.
- Travel in the destination location (in conjunction with commercial air travel)- Rental cars are permitted in the destination location (1) if the hotel is more than 5 miles from the airport, (2) if the hotel within 5 miles from the airport does not provide airport shuttle service, (3) to accommodate a disability or health condition, (4) other extenuating circumstances. A limited number of rental cars may be made available to provide transportation for Council members and staff for numbers 1 and 2 above.

Gasoline and loss damage waiver protection for rental cars while FDDC business will also be reimbursed. The original rental car and gasoline receipts must be submitted with travel reimbursement form when requesting reimbursement.

Vicinity Mileage for Employees

- Employees may be reimbursed for Vicinity and map mileage to conduct official business in the city of official headquarters at the discretion of the employee's supervisor.

Incidental Expenses

- Taxi Fare - Receipts are required for reimbursement
- Tolls - Receipts are required when tolls are in excess of \$3.00 per round trip
- Parking Fees - Receipts are required. Hotel and airport parking will be reimbursed using the lowest rate provided. Travelers may use parking requiring a higher rate but will be reimbursed at the lowest rate level. Valet parking is permitted for hotels only and only under the following conditions (1) as a disability or health condition accommodation, (2) to unload a large volume of cargo (limited to one day only), (3) if self-park would be unsafe, or (4) if self-park is unavailable.
- Communication Expenses - A written statement must accompany communication expenses claimed for FDDC business only, i.e., monthly phone bill, photocopies or facsimile charges.
- Registration Fees and Related Charges - Registration fees for a convention or conference for which the traveler is authorized to attend are allowed. If any meals are included in the registration fee the traveler's meal allowance will be reduced, by the aforementioned meal rate, for each meal provided. Travelers are encouraged to seek the lowest registration prices via early registration.
- A portage cap of \$10.00 per round trip is allowed. Portage requested over \$10.00 per round trip will require a written explanation and approval of the Chief Financial Officer.
- Special Assistance Portage of \$10.00 per day is allowed, if accompanied by a written explanation, in cases of disability, injury, or medical necessity.
- Personal Support Provider Fees are reimbursable up to limits prescribed in accordance with FDDC's Personal Support Provider Policy. FDDC's Personal Support Provider Reimbursement form is required to be completed and submitted in order to be reimbursed.

Adopted 7/96.

Amended 12/96, 4/97, 12/98, 6/01, 2/03, 3/04, 12/04, 3/05, 9/05, 1/06, 1/07, 1/08, 9/08, 1/09, 1/10, 1/11, 7/01/11, 1/18/13, 3/15/13, 5/17/13, 1/22/16, 5/17/16, 1/01/17, 4/01/17, 1/01/18, 2/02/18, 5/18/18, 1/01/19, 1/6/20, 1/1/2021, 12/21/2021, 5/13/2022, 7/1/2022, 1/01/2023, 01/01/2024



Travel Authorization Policy

Purpose: The purpose of this travel authorization policy is to ensure that travel to be paid for by the Council is appropriate and has been approved for the expenditure of the Council funds.

1. All travel to be paid/reimbursed with Council funds must be authorized in accordance with this policy. The following travels are excluded from the requirements of this policy:
 - Travel to triannual Council meetings
 - Travel to task force meetings
 - Travel to Partners in Policymaking meetings
2. All travel to be paid/reimbursed with Council funds must be consistent with the purpose or goals from which the travel will be paid.
3. The individual traveling or the staff person responsible for the Council funds from which the travel will be paid must complete a travel authorization form. Exact expenses are not required, if not known but an estimate must be provided
4. For travel to be paid/reimbursed from a task force miscellaneous budget, the Director of Programs and Contracts, Executive Director, and Chief Financial Officer must approve the travel authorization. For the public policy, communication objective, or other cross cutting travel that is applicable to multiple goal subcommittees, the Director of Public Policy & Advocacy, Chief of Programs and Research, or committee staff person and the Chief Financial Officer must approve the travel authorization.
5. For travel to be paid/reimbursed from a project budget, the travel authorization must be approved by the Director of Programs and Contracts and the Chief Financial Officer.
6. For travel to be paid/reimbursed from a committee budget, the committee staff person and the Chief Financial Officer must approve the travel authorization.
7. For travel to be paid/reimbursed by the Board Development Fund budget, the Executive Director must approve the travel authorization.
8. The Council Chair and the Chief Financial Officer must approve the travel authorization for the Executive Director's travel.
10. The Chief Financial Officer must approve the travel authorization for all other travel not specified above.

Adopted September 9, 2005

Revised September 23, 2016, Revised April 1, 2017, Revised April 17, 2019, Revised July 30, 2019, Revised November 21, 2022, Revised March 24, 2024



Whistleblower Policy

The Florida Development Disabilities Council (FDDC) requires members to observe high standards of business ethics in the conduct of their duties and responsibilities. Employees and representatives of the FDDC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all members and employees to report suspected violations of such business ethical standards of conduct in accordance with this Whistleblower Policy.

A whistleblower as defined by this policy is an employee of FDDC who, in good faith, reports a violation of business ethical standards of conduct or activity that the employee considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Whistleblower protections are provided in two important areas:

Confidentiality – The confidentiality of the whistleblower will be maintained to the extent possible. However, identity may have to be disclosed to conduct a thorough investigation, comply with the law, and to provide accused individuals their legal rights of defense.

Retaliation - FDDC will not retaliate against a whistleblower. This includes, but is not limited to, protection from harassment and retaliation in the form of adverse employment action such as termination, compensation decreases, or poor work assignments, and threat of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources representative immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

PROCEDURE:

1. Employees should first report such conduct or activity to their immediate supervisor. Supervisors and managers are required to report suspected violations to the Executive Director. If the conduct/activity involves the immediate supervisor, the employee should go to Step 2.

If the employee complaint is regarding illegal harassment, discrimination or retaliation, the employee should follow the reporting procedure outlined in the EEO/Anti-Harassment Policy in the Employee Handbook.

2. If the employee's immediate supervisor is the subject of the report, the conduct/activity should be reported directly to the Executive Director.

3. The Executive Director will promptly investigate all reported allegations concerning violations of business ethical standards. The Executive Director, at their discretion, may inform the Council Chair and together they will determine an appropriate course of action.

4. If the Executive Director is the subject of the report, the conduct/activity should be reported to the Associate Director and/or the HR representative, who will immediately provide the report to the Chair of the Council.

5. Anyone filing a complaint concerning a suspected violation of the ethical standard of conduct must be acting in good faith and on reasonable grounds for believing the information disclosed indicates a violation of such ethical standards. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of employment.

Employees with questions regarding this policy should contact the Human Resources representative.

Revised 10/23/2023

NARRATIVES

Bank Activity Internal Control Narrative

Debits/Withdrawals –

1. Retirement contribution and deferrals are debited from account at the same frequency as payroll (bi-weekly) after online processing.
2. Payroll and payroll taxes are debited from account bi-weekly by Intuit.

Credits/Additions -

1. FDDC receives grant funds directly from HHS through the Payment of Management Services (PMS). The CFO requests funds online from PMS after checks are cut or payroll processed, and funds are deposited directly into FDDC's bank account.
2. We may get a refund of deposit or refund for overpayment.

Cash Receipts Internal Control Narrative

FDDC receives substantially all its revenue from federal awards on a cost reimbursement basis. After each check run, the accountant prints a Bill Payment List report from QuickBooks, sorted by cash account. The CFO logs onto the HHS (Payment Management System) website to request a draw in the total amount of the HHSDD Act State Council on Developmental disabilities checks that were written.

The funds are deposited via direct deposit, and the CFO records the date, source, funds available, and confirmation number on the Bill Payment List report and files it in the Cash Draws binder.

The Executive Director approves the drawdown report at the time she signs the checks. The CFO records the receipts in QuickBooks (debits Cash and credits Accounts Receivable).

After the entry is made to debit cash, another entry is made debiting Unexpended Grant and crediting Grant Revenue.

An entry is made to zero out Unexpended Grant and Accounts Receivable (same balances) at year end.

The same procedures are followed for payroll draws except that the CFO uses the "QuickBooks Payroll Services" report to draw the total amount for payroll which includes the payroll taxes and direct deposit amount for all employees. Using this report, she draws funds from HHS (Payment Management System). She records the same information from the request on a piece of paper that includes the payroll amount, payroll taxes, and the retirement amount and files it in the Cash Draws binder.

The Executive Director approves the drawdown report. After the end of each month, the CFO runs a Profit and Loss report for that month in QuickBooks. She uses the expenses from this report to book revenue (by debiting Unexpended Grant) and zero out any net income.

The accountant serves as backup to draw funds from HHS (Payment Management System).

Cash Disbursements Internal Control Narrative

General

The Associate Director, Contracts and Operations opens the mail. She routes the bank statements, unopened, to the Executive Director. She routes the invoices to the accountant (to review for clerical accuracy, code to the appropriate G/L Account, and distribute to appropriate staff or CFO for review & approval).

The staff and CFO return the approved invoices to the accountant to input into QuickBooks. She prints "Transaction List with Splits" report and gives it to the CFO to review along with the supporting invoices. After the CFO's approval, the accountant copies the invoices. She prints the checks (which are kept in CFO's office, which is locked when she is out) along with a "Bill Payment List report."

The accountant gives the checks and support to one of the signers to review and sign. After the first signer has signed, everything is passed to the second signer.

When the second signer completes signing, everything is given to the accountant and the accountant mails the checks along with a copy of the invoice processed. The accountant files the original invoices with the check stubs by vendor. Check runs are typically done once a week, usually on Thursday or Friday.

Contracts/Deliverables

Contract invoices are submitted and processed through DocuSign.

The invoice templates for each contract is prepopulated by the Director, Contracts and Operations based on the invoice information in the contract.

The fields are mathematically programmed to add all the column and row amounts. The prior period amount must be input by the provider as well as the current period expenditures.

The cumulative expenditures fields are populated by formula.

The Director of Contracts and Operations creates a unique link for each provider to access their template to complete invoices. After the provider completes their invoice, the invoice is electronically signed by the provider and routed electronically to the Program Director/staff responsible for management of the contract.

The Program Director/staff reviews and approves the deliverable and invoice. The invoice is electronically signed by the Program Director/staff and is electronically routed to the CFO who verifies the prior period amounts since this data must be entered by the provider for each invoice, reviews budget information and support documentation.

After CFO approves, the invoice is electronically signed and routed to the accountant for input into QuickBooks. The CFO prepares/updates a spreadsheet that tracks the progress of the contract and the budget expenditures.

The spreadsheet is given to the accountant to input into QuickBooks and then follow the same procedures for general disbursements. After the check is cut, the accountant enters the check number, amount, and date issued on the DocuSign invoice, updates the spreadsheet, and electronically signs.

The accountant scans the spreadsheet and the completed invoice and sends it to the Associate Director of Programs and Contracts to upload to SharePoint.

The completed invoice is also electronically routed to the provider.

Travel Reimbursements

Certain types of travel must be authorized before the travel takes place. Employees / council members mail in travel reimbursement forms and required receipts / documentation.

The travel reimbursement requests are routed to the accountant when received in the mail. The accountant reviews and initials for clerical accuracy and allowable reimbursement. She also matches the travel authorization to the travel reimbursement forms as applicable.

If staff are working at headquarters, the accountant routes the reimbursement forms to the appropriate Director to review and approve.

If staff are not working at headquarters, the CFO is the designated member of staff to approve on behalf of the Directors. The CFO reviews and approves for budgetary purposes.

The CFO returns the reimbursement forms to the accountant to enter in QuickBooks and then follows the same procedure for disbursement as detailed under general disbursements above.

Draws

After each check run the CFO draws money from HHS/PMS. The accountant serves as back up to draw money from HHS/PMS. FDDC receives substantially all its revenue from federal awards on a cost reimbursement basis.

After each check run, the CFO prints a Bill Payment List report from QuickBooks, sorted by cash account.

She logs onto the HHS (Payment Management System) website to request a draw in the total amount of the HHSDD Act State Council on Developmental Disabilities checks, which were written.

The funds are deposited via direct deposit, and the CFO records the date, source, funds available, and confirmation number on the Bill Payment List report and files it in the Cash Draws binder.

The Executive Director approves the drawdown report at the time she signs the checks.

Bank Reconciliation

The Executive Director receives the unopened bank statements monthly and reviews and approves. The accountant prepares the bank reconciliation and Executive Director Breen reviews it.

There are two full time employees in the Finance Department, Lisa Taylor, CFO, and Misty Grimm, Accountant.

Credit Card Narrative

After establishing an Enhanced Business Corporate Credit Card Account with Regions Bank, credit cards were issued to staff (Lisa Taylor, Margaret Hooper, Kristin Vandagriff, Monica Moye, and Valerie Breen). The credit card issued to Lisa Taylor is used as the general credit card of FDDC to charge necessary council expenses such as airline tickets for travelers, registration fees, and hotel expenses. See Credit Card Policy.

FDDC card users may charge allowable reimbursable travel expenses directly to their FDDC corporate credit cards and with proper receipts, have these expenses paid directly by FDDC. The FDDC Corporate Credit Card may not be used to charge items or services for personal use or benefit.

The credit card statements are sent to the FDDC's office for payment processing. Receipts submitted by the employee will be matched with amounts charged. FDDC will make payment in full for a bona fide allowable FDDC expenses incurred.

Payroll Narrative

The CFO processes payroll with the Associate Director, Contracts and Operations serving as backup. FDDC contracts with QuickBooks (QB) Payroll Services for assisted payroll processing. The CFO continues to administer QuickBooks access based on the user's needs. The Associate Director, Contracts and Operations is an authorized user for the Payroll Company file only. Payroll is processed using QB Online.

Payroll is processed on a bi-weekly basis, with the pay period beginning on Monday and ending the second Sunday. FDDC has hourly and salary employees. All employees are paid via direct deposit. All employees must complete electronic timesheets through eSignature DocuSign, which are due the day after the pay period ends.

The employees electronically sign their timesheets, and their timesheets are routed electronically to supervisor for approval. The supervisors review and electronically sign the timesheets and the approved timesheets are electronically routed to the CFO for processing with a copy routed to the employee.

The CFO inputs the information into the payroll program, prints a screen shot of the draft payroll, and provides the report to the Executive Director (ED) for approval.

The draft report includes employee name, gross pay, taxes, deductions, and net pay. After the Executive Director approves the payroll, the CFO submits the payroll file to QB. Once the file is transmitted, a "QuickBooks Payroll Services" report is generated and available to print from QB. This report reflects the amount of funds to be withdrawn by QB-Intuit from FDDC's bank account with the total Direct Deposit amount, and Payroll Taxes with a listing of employees with their direct deposit amount.

The CFO prints the Employee Earnings Summary (a QuickBooks generated report) report which details all the payroll data. The paystubs are emailed to staff directly from QuickBooks.

The CFO submits all reports to the Executive Director to review and approve. ED compares approved draft payroll amounts with final payroll amounts. ALL payroll is paid via direct deposit. No manual checks. A journal entry is posted to the general ledger accounts by QB Online and the CFO prepares journal entry to reclassify employee withheld deductions and retirement.

The CFO makes a separate draw from HHS for each payroll processed or combines the draw with a check run if occurring same day. See Cash Receipts walkthrough for draw procedures. As part of the assisted payroll service, QuickBooks submits the payroll tax deposits, the quarterly 941 reports, the quarterly RT-6A reports, and the W2's. The accountant prepares the 1099's.

TRAVEL FORMS

**Travel Authorization Form**

Name: _____

Date of Request: _____

Purpose: _____

State Plan Benefit: _____

Committee/Goal Subcommittee: _____

Funding Source: _____

Contract Number (If applicable): _____

Budget Year: _____

*State Plan Goal Name & #; Objective #; Key Activity #: _____

Amount (est.)

Transportation \$ _____

Hotel \$ _____ ** Hotel Rate Per Day \$ _____

Per Diem \$ _____

TOTAL \$ _____

Date(s) of Travel: _____

Location: _____

AUTHORIZING SIGNATURES (in order of approval process)

Program Manager/Coordinator _____ date _____

Supervisor _____ date _____

Chief Financial Officer _____ date _____

Attach Agenda

Please be prepared to make handouts/reports from travel available to Council.

* For Goal Subcommittee travel, enter **GS**. Goal Subcommittee travel includes, but not limited to, monitoring visits, meeting expenses, conference travel, etc.

** Rates exceeding \$129 per day require justification by traveler and prior approval by Chief Financial Officer.

Justification: _____

Approved: ____ Yes ____ No Revised July 2022

Travel Reimbursement Form

124 Marriott Drive, Suite 203
Tallahassee, FL 32301
800-580-7801 Toll Free

Travel Reimbursement

Payee _____
Address _____
Address _____
Phone _____
Purpose _____

ATTACH ORIGINAL RECEIPTS

See policy for additional information.

*** Signature required at bottom of form**

Date (MM/DD/YYYY)						
Section A: Trip Information						
Trip - Origin						
Trip - Destination						
Time Departed (First day of trip only)						
Time Returned (Last day of trip only)						
Section B: Reimbursement for Automobile Use- Choose ONE of the OPTIONS						Total
OPTION 1- Rent A Car-Attach Receipts						
Rental Car	\$	\$	\$	\$	\$	\$
Fuel	\$	\$	\$	\$	\$	\$
OPTION 2- Use your Personal Vehicle and get reimbursed using the standard mileage rate.						
Number of miles per day						
Subtotal (miles X \$0.67)	\$	\$	\$	\$	\$	\$
Sub-Total for Section	\$	\$	\$	\$	\$	\$
Section C: Other						Total
Airfare/Train/Bus	\$	\$	\$	\$	\$	\$
Hotel/Lodging	\$	\$	\$	\$	\$	\$
Taxi/Shuttle	\$	\$	\$	\$	\$	\$
Parking	\$	\$	\$	\$	\$	\$
Tolls (\$3 without receipts per round trip)	\$	\$	\$	\$	\$	\$
Portage (\$10 per round trip)	\$	\$	\$	\$	\$	\$
Special Assistance Portage (up to \$10 per day with explanation)	\$	\$	\$	\$	\$	\$
Sub-Total for Section	\$	\$	\$	\$	\$	\$
Section D: Meal Allowances						Total
Breakfast (\$10)	\$	\$	\$	\$	\$	\$
Lunch (\$10)	\$	\$	\$	\$	\$	\$
Dinner (\$20)	\$	\$	\$	\$	\$	\$
Sub-Total for Section	\$	\$	\$	\$	\$	\$
Total Per Day						Grand Total
Total (Sum of Sections B, C & D Sub-Total)	\$	\$	\$	\$	\$	\$
For Internal Use Only						
Prog. Apprvl.:		Date		Prepared by		
Account:		State Plan Obj. #		Reviewed by		
Chief Financial Officer Approval:		Date				
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the expenses were actually incurred by me or allowed in accordance with Council travel policy as necessary in the performance of Council Business; and that these expenses have not and will not be reimbursed by another agency or entity.						
Traveler's Signature		Date				

Form 9601.adm Revised 1/1/2024

Level of Need Form for Personal Support Provider or Respite-Childcare Worker

Level of Need Form

For a Personal Support Provider (PSP) or Respite/Childcare (RC)

“To advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities, the Florida Developmental Disabilities Council will provide reimbursement for care and support required for individuals to be fully included in our Council-sponsored activities. Reimbursement will be based on the level of need defined by the individual and the rate for reimbursement will be determined based on FDDC’s Level of Support Reimbursement Matrix.

The information will assist in determining the level of support. After the level of support is determined, you will receive notification of the rate of pay FDDC will reimburse for a personal support provider or respite/childcare worker. Please identify a category and select a response for each item below

Purpose of Meeting: Council Meeting ☐ Partners in Policymaking ☐
 Other ☐ _____

Category: Personal support ☐ Respite/childcare ☐

	<u>Not at all</u>	<u>Sometimes</u>	<u>All the time</u>
1. Assistance with toileting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assistance with Feeding/Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assistance with bath/shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Transfers (from bed, wheelchair)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assistance getting dressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Monitoring of seizures, diabetes, Medication, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assistance during FDDC Meetings (hotel check-in, Hotel navigation, after meeting Dinners/gatherings, guidance With meeting materials and Participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FDDC ACCOUNTING MANUAL

I attest my self-assessment is true and accurate.

Name of Person Requesting Support: _____

Signature of Person Requesting Support: _____

Email address: _____

Phone Number: _____

Date: _____

This document and the information in it are provided in confidence, for the sole purpose of determining the level of need for a personal support provider or respite/childcare worker and may not be disclosed to any third party or used for any other purpose without the express written permission of the disclosed party.

Allowable reimbursement rate based on the level of need and level of support reimbursement matrix:

Day Trip: _____

FDDC Staff Signature _____

Overnight Trip: _____

Date: _____

Adopted: 7/27/2022

Personal Support Provider Reimbursement Form

Remit to:
FDDC
Attn: Miry Grimm
124 Marriott Drive, Suite 203
Tallahassee, FL 32301

Personal Support Provider Reimbursement Form

Payee _____
Address _____
Address _____
Phone _____
Email Address _____
Prepare/Meeting _____

*** Original signatures for reimbursement required**

The Florida Developmental Disabilities Council will provide reimbursement for care and support required for you fully included in our Council sponsored activities. Reimbursement will be based on the level of need defined on your Level of Need Form. **Reimbursement requests must be submitted no later than ninety (90) days after the completion of virtual learning class/travel to be considered for reimbursement.**

Section 1

Please identify the following reimbursement category:

☐ Personal Support

☐ Respite/Child care Name of Child(ren) _____

Location of Service: _____

Persons Providing Services:

Name: _____
Address: _____
City: _____
State: _____
Zip: _____

***Provider Signature** _____ **Date** _____

Section 2

Date (MM/DD/YY)						
Start Time						
End Time						

For Internal Use Only						
Hours Total						
	Total Per Day	Total Per Day	Total Per Day	Total Per Day	Total Per Day	Grand Total
Total (based on established level of	\$	\$	\$	\$	\$	\$
<input type="checkbox"/> Support Plan on File: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3						
Prag Approval:	Date			Prepared by		
Account:	State Plan Obj. \$			Reviewed by		
Chief Financial Officer Approval:	Date					

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the expenses were actually incurred by me or allowed in accordance with Council policies as necessary in the performance of Council Business; and that these expenses have not and will not be reimbursed by another agency or entity.

***Participant's Signature** _____ **Date** _____

Risk Assessment Forms**Inherent Risk Assessment Form**

IFP/Bid Number:

Project Title:

Offeror:

INSTRUCTIONS: This form will be completed by FDDC's Chief Financial Officer with input from the Deputy Director, Programs and Compliance.

1	Does this project have a lower level of complexity?	YES	NO
2	Will this project include less than \$250,000 of Council funds?	YES	NO
3	Will the offeror complete the project without subcontracting?	YES	NO
4	Will the offeror complete the project without making sub-awards (to subrecipients)?	YES	NO
5	Will this project result in a contract with a period less than 18 months?	YES	NO
<p>To calculate your total score, count 2 points for each "Yes" response</p> <p>____ /5 x 2</p> <p>TOTAL = ____/10</p>			

Score	Rating	Assessment
0-4	HIGH	Requires intensive follow-up and may require action plan to address identified risks.
6	MODERATE	May need improvement or technical assistance to improve identified risks.
8-10	LOW	Indicates offeror's internal controls likely to reduce non-compliance or fraud.

Completed by: _____

Date: _____

Project Level of Complexity for Council Assessment of Risk**Examples, not all inclusive:**

Lower Level of Risk	Higher Level of Risk
Research-based study that represents strict research using existing state and/or national data and/or resources to develop a report of findings	Research-based study that includes focus groups, stakeholder meetings, surveys and development of products based on research findings
No subcontractors implementing any components of the scope of work	Subcontractors used for any components of the scope of work
Replication projects	Demonstration projects with direct service components
Stakeholder workgroup or task force with final report	Projects which include development and sustainability of a non-profit component
	Development of training materials or curricula (exclusive of research study)
	Delivery of training
	Website or web-based training development and delivery
	Development of resource guides

Approved 8/29/19

FDDC ACCOUNTING MANUAL

Provider Performance Assessment Risk Form-Vendor, Contracts, and Subrecipient Agreements

Contract or Subrecipient Agreement Number: _____

Project Title:

Provider:

Contract or Subrecipient Agreement Period: _____ to _____

INSTRUCTIONS: This form will be completed by FDDC's Director, Programs & Contracts, and approved by the Executive Director.

1	The Provider submitted deliverables that met the full scope of contract work requirements (e.g., all deliverable table content components submitted).	YES	NO
2	The Provider submitted deliverables that demonstrated quality content (e.g., accuracy of information; correct spelling, punctuation, and grammar; People First language; logo and sponsorship featured on all materials and products for dissemination).	YES	NO
3	The Provider maintained an effective working relationship with the Director (e.g., responsive and timely communication; alerted Director to any concerns or barriers in a timely manner).	YES	NO
4	The Provider met timelines (e.g., submitted all deliverables, programmatic and fiscal, in a timely manner; completed work plan tasks within established time frames).	YES	NO
5	The Provider adequately managed the funds allocated within the project budget (e.g., spending within established budget; obtained prior approval for budget modifications when warranted).	YES	NO
6	The Provider adequately complied with Council fiscal policies, including allowable expenses (e.g., prior approvals for travel and travel reimbursed at FDDC rate or lower rate; no spending for gift cards, cash incentives; prior approval for expenditures for food).	YES	NO
7	The Provider adequately addressed the expected outputs and evaluation and measurements.	YES	NO
8	The Provider adequately addressed the performance measures established in the contract.	YES	NO
9	The Provider met or made sufficient progress toward the State Plan objective's expected outcomes established in the contract.	YES	NO
	If no, there were justifiable conditions that affected the Provider's ability to meet the State Plan objective's expected outcomes.	YES	NO

Total = ____ / 9

The "EXPLANATION OF ANY ITEMS RATED "NO" form must be completed and attached if the assessment contains any "no" ratings.

FDDC ACCOUNTING MANUAL

Score	Rating	Assessment
0 - 3	HIGH	Requires intensive follow-up and may require action plan to address identified risks.
4 - 6	MODERATE	May need improvement or technical assistance to improve identified risks.
7 - 9	LOW	Indicates offeror's internal controls likely to reduce non-compliance or fraud.

Completed by: _____

Date: _____

Approved by: _____

Date: _____

FDDC ACCOUNTING MANUAL

Provider Performance Assessment Risk Form – Consultants/Contractors

Consultant Agreement Number: _____

Project Title: _____

Provider: _____

Consultant Agreement Period: _____ to _____

INSTRUCTIONS: This form will be completed by FDDC's Director, Programs & Contracts, and approved by the Executive Director.

1	The Provider submitted deliverables that met the full scope of contract work requirements (e.g., all deliverable table content components submitted).	YES	NO
2	The Provider submitted deliverables that demonstrated quality content (e.g., accuracy of information; correct spelling, punctuation, and grammar; People First language; logo and sponsorship featured on all materials and products for dissemination).	YES	NO
3	The Provider maintained an effective working relationship with the Director (e.g., responsive and timely communication; alerted Director to any concerns or barriers in a timely manner).	YES	NO
4	The Provider met timelines (e.g., submitted all deliverables, programmatic and fiscal, in a timely manner; completed work plan tasks within established time frames).	YES	NO
5	The Provider adequately managed the funds allocated within the project budget (e.g., spending within established budget; obtained prior approval for budget modifications when warranted).	YES	NO
6	The Provider adequately complied with Council fiscal policies, including allowable expenses (e.g., prior approvals for travel and travel reimbursed at FDDC rate or lower rate; no spending for gift cards, cash incentives; prior approval for expenditures for food).	YES	NO

Total = ____ / 6

The "EXPLANATION OF ANY ITEMS RATED "NO" form must be completed and attached if the assessment contains any "no" ratings.

Score	Rating	Assessment
0 - 2	HIGH	Requires intensive follow-up and may require action plan to address identified risks.
3 - 4	MODERATE	May need improvement or technical assistance to improve identified risks.
5 - 6	LOW	Indicates offeror's internal controls likely to reduce non-compliance or fraud.

Completed by: _____

Date: _____

Approved by: _____

Date: _____

Approved 8/29/19

Provider Self-Assessment of Risk Form

IFP Number:

Project Title:

Offeror:

The purpose of the Self-Assessment is to obtain an understanding of your organization's capacity to adequately document, record, track, and report expenditures of federal funds as well as evaluate your organization's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the resulting subaward. The assessment of risk is a requirement for use of our federal funds.

During the funding process, each submitted proposal will be reviewed and scored according to the criteria set forth in the Invitation for Proposals. The Council will then undertake a risk review of the offeror for each proposal scoring over a 70. This review will consist of three components: (1) a self-assessment of risk completed by the applicant; (2) inherent risk assessment; and (3) an assessment of prior performance if the offeror has previously contracted with the Council.

Based upon the following scale, an offeror will receive a rating of LOW, MODERATE, or HIGH for each applicable component. Please note that a rating of HIGH risk does not preclude the offeror from receiving the subaward. The Council's State Plan Committee will utilize the Risk Assessment ratings in its decision to fund the subaward.

Score	Rating	Assessment
0-3	HIGH	Requires intensive follow-up and may require action plan to address identified risks. Specific follow-up requirements will vary but may include contract conditions such as providing additional or more detailed financial and project reports; establishing additional prior approvals; or undergoing specific technical assistance. An action plan may be required to address specific areas of identified risk.
4-6	MODERATE	May need improvement or technical assistance to improve identified risks. Specific follow-up requirements for improvement will vary but may include contract conditions such as periodically providing detailed financial and project reports; establishing prior approvals; or undergoing specific technical assistance.
7-12	LOW	Indicates offeror's internal controls likely to reduce non-compliance or fraud. Requirements typically include standard contract conditions for providing detailed financial and project reports; prior approvals; or technical assistance.

FDDC ACCOUNTING MANUAL

Self-Assessment

INSTRUCTIONS: Each offeror MUST COMPLETE the following self-assessment questions and sign/date the form.

1	Does your organization have experience managing state or federal funds?	YES	NO
2	Is the amount of the proposed funding less than 50% of your average revenues for the last 24 months?	YES	NO
3	Does your organization have the capacity to operate on a cost reimbursement basis?	YES	NO
4	Is it a correct statement that your organization has not experienced a significant change in personnel or accounting systems within the past 12 months?	YES	NO
5	Does your organization have an annual audit?	YES	NO
6	Is it a correct statement that your organization is not under a corrective action plan as a result of audit or monitoring findings?	YES	NO
7	Is it a correct statement that your organization is not involved in active lawsuits or has not been made aware of any potential lawsuits?	YES	NO
8	Does your organization have a history of submitting timely deliverables?	YES	NO
9	Does your organization have a history of submitting timely and accurate fiscal reports?	YES	NO
10	Does your organization have an accounting system that will track receipts and expenditures by grant/contract?	YES	NO
11	Does your organization have the ability to record and track staff time incurred by project?	YES	NO
12	Does your organization have written policies and procedures for procurement, personnel, property, and subcontracts (if applicable)?	YES	NO
<p>To calculate your total score, count 1 point for each "Yes" response.</p> <p>Total = ____ /12</p>			

I have made a good faith effort to complete this Self-Assessment form. The information provided is correct, current, and complete to the best of my ability. I understand that any false or misleading responses are grounds for dismissal of this proposal, termination of the resulting subaward, and possible restrictions on future awards. I certify that my organization is currently not suspended or disbarred from doing business with the federal government.

Signature of Authorized Representative of Offeror

Date

Printed Name and Title

Approved 8/29/19

State Plan Scoring & Risk Assessment Evaluation Form

PROPOSAL #1

IFP Number:

Project Title:

Offeror:

Scoring Committee Score	
Self-Assessment Risk Rating	
Inherent Risk Rating	
Prior Performance Risk Rating	
Comments:	

Funding stipulations from IFP scoring committee:

Approved for funding	Yes	No
Date		

Approved 8/29/19

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

EXECUTIVE COMMITTEE MEETING

AGENDA

Thursday May 16, 2024

12:30 p.m.-1:30 p.m.

ROOM-SYMPOSIUM BOARD ROOM

OUR MISSION

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

12:30 p.m.	Introductions/Meeting Called to Order	<i>Eddie Hall, Chair</i>
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12:35 p.m.	Approval of March 2024 Minutes ** <i>(A) 03/19/24 Executive Committee Minutes</i>	
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CLOSED MEETING TO STAFF & PUBLIC

12:35 p.m.-1:25 p.m.	Presentation by Outsourced HR Firm**	<i>Danielle Towery, PHR</i> <i>James Moore, HR</i>
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Solution

1:30 p.m.	Public Comment	<i>Eddie Hall, Chair</i>
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1:30 p.m.	Meeting Adjourned	<i>Eddie Hall, Chair</i>
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**** Requires vote**

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**EXECUTIVE COMMITTEE MINUTES****Tuesday March 19, 2024****Via ZOOM****Committee Members Present:** Eddie Hall, Acting Chair; Dennis Hart; Elly Hagen; Sarah Goldman**Committee Members Absent:** None**Other Council Members Present:** Enrique Escallon, Council member**Staff Present:** Valerie Breen, Executive Director; Lisa Taylor, Chief Financial Officer

Breen conducted roll call and quorum was established. Hall called the meeting to order at 5:32 p.m.

I. Approval of Minutes for January 25, 2024Action Taken: Hart made a motion to accept the minutes as presented. Goldman seconded. Motion passed unanimously.**II. Presentation by FDDC's HR Consulting Firm**

Hall introduced Danielle Towery from James Moore HR Consulting. Hall reported that he wanted the committee to meet Towery, who now serves as the Council's external human resource consultant and have her provide an update to the committee. Towery informed the committee that she was pleased to meet the members of the committee via Zoom and looked forward to meeting with the committee at the May Council meeting in person. She updated the committee on her work to date, which included a full assessment of the current positions, classifications, and salary ranges based on a quantitative and qualitative analysis. She stated that the purpose is to assist the members in determining whether another market study is necessary. Also, it is to assist the members in managing future personnel costs for statewide recruitment and retention in a post-COVID employment market. Towery will prepare materials for their review prior to the meeting.

III. Automatic Payment Direction for FDDC

Hall asked Taylor to present on her work to move toward an ACH (automated clearing house) banking system. Taylor reported that in banking, ACH is a network that coordinates electronic payments and automated money transfers. By setting up an ACH system through a bank, the Council can conduct automatic deposits and payments, diminishing the Council's risk for fraudulent use of paper check signatures by outside parties. Taylor reported that the Council's current bank does not provide ACH, so she approached three other banking institutions who provide ACH. She shared the criteria she used for choosing the bank and made the recommendation to the committee to change our banking institution to TRUIST bank, since they met all our criteria. Taylor reported to the committee that she recommended four staff to be check signers for the new banking institution. They would be Valerie Breen, Executive Director; Lisa Taylor, Chief Financial Officer; Monica Moye, Director of Operations and Contracts; and Kristen Conlin, Associate Director.

Action Taken: Hagen made a motion to change to TRUIST bank as the Council's banking institution. Hart seconded. Motion passed unanimously.Action Taken: Hart made a motion to accept the four named staff to be check signers for TRUIST bank. Goldman seconded. Motion passed unanimously.**IV. Review of Proposed Slate for Vice Chair**

Hall reported that he met with Breen regarding the Council attorney's final opinion on the Chair position for the Council, and that it was determined he would formally serve as Chair. As a result of this decision, the only position that is vacant to be voted on in the special election to be held at the May meeting is the Vice Chair position. Breen provided the committee with the bios of the three candidates who were nominated and completed a consent to serve form. They are Enrique Escallon, Yolanda Herrera, and Arizona Jenkins.

Action Taken: Hagen made a motion to accept the nominees as presented. Goldman seconded. Motion passed unanimously. Breen reported that the Council members can submit additional nominees until April 23, 2024.

There was no public comment.

Hall adjourned the meeting at 6:27 p.m.

DRAFT

Public Policy will
be covered in the
Full Council
Meeting.

Florida Developmental Disabilities Council, Inc.

**Pre-Council & Full Council Meeting
Agenda
Wednesday 05/15/2024- Friday 05/17/2024**

OUR MISSION

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

Wednesday May 15th

ROOM-SYMPOSIUM EAST

6:30 p.m.-7:30 p.m.

Pre-Council Meeting

Valerie Breen, Ex. Dir.

(A) Meeting Agenda

(B) Expectation for a Personal Support Provider

(C) How to be A Successful Meeting Participant

Thursday May 16th

ROOM-LEGENDS 1

2:00 p.m.

Call to Order/Roll Call

Eddie Hall, Chair

2:15 p.m.

Approval of January Minutes **

Eddie Hall, Chair

(A) Approval of 01/26/24 Minutes

2:15 p.m.-2:30 p.m.

Chair Report

Eddie Hall, Chair

2:30 p.m.-3:15 p.m.

Election for Vice Chair **

Eddie Hall, Chair

(B) Ballot

3:15 p.m.-3:30 p.m.

Break

3:30 p.m.-4:00 p.m.

Executive Director Report

Valerie Breen, Ex. Dir.

4:00 p.m.-5:00 p.m.

2024 Legislative Outcome Report

Sarah Goldman, Chair

*(C) Approval of 03/08/24 Minutes***

Margaret Hooper, Director

(D) Waiting List Priority Categories

(E) Impact of 2024 Legislation

5:00 p.m.

Public Comment

Eddie Hall, Chair

5:00 p.m.

Meeting Adjourned

Dinner on your own

Friday May 17th

ROOM- LEGENDS 1

9:00 a.m.

Call to Order/Roll Call

Eddie Hall, Chair

9:15 a.m.-10:00 a.m.

Meet the RBOA Team

Michael Winn, CEO

What Do We Do for the Council?

Jamie Mayersohn, Director

10:00 a.m.-11:00 a.m.

What's the New State Plan All About?

Sue Kabot, Chief, Programs

Season 1/Episode 1: Understanding the Process

11:00 a.m.-11:15 a.m.	Break/Check Out	<i>Eddie Hall, Chair</i>
11:15 a.m.-12:30 p.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, Childrens 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>Eddie Hall, Chair</i>
11:30 p.m.-1:00 p.m.	Working Lunch	
12:30 p.m.-1:30 p.m.	Committee and Ad Hoc Task Force Reports/Discussion <i>State Plan Committee**</i> <i>Finance Committee **</i> <i>Executive Committee **</i> <i>Ad Hoc Stakeholder Managed Care Task Force**</i> <i>(F) Minutes for 03/19/2024</i>	<i>Jean Sherman, Chair</i> <i>Dennis Hart, Chair</i> <i>Eddie Hall, Chair</i> <i>Sarah Goldman, Chair</i>
1:30 p.m.	Mark Your Calendar <i>Next Council Meeting- September 19th & 20th, 2024</i> <i>Florida Hotel and Conference Center</i>	
1:30 p.m.	Public Comment/Adjourn	<i>Eddie Hall, Chair</i>

Florida Developmental Disabilities Council, Inc.**Pre-Council Meeting****May 15, 2024****6:30 p.m.– 7:30 p.m.**

6:30 p.m.	Welcome/Purpose	<i>Valerie Breen/Eddie Hall</i>
6:40 p.m.	Personal Support Provider <i>Expectations for a Personal Support Provider (PSP)</i> <i>Please bring your personal support provider with you</i>	<i>Valerie Breen/Eddie Hall</i>
6:50 p.m.	How To Be a Successful Participant in a FDDC Meeting <i>Following the guidelines in the handout</i> <i>Providing examples in each section of the book</i>	<i>Staff Facilitated</i>

Florida Developmental Disabilities Council, Inc.
Expectations for a Personal Support Provider (PSP)

Purpose:

The Florida Developmental Disabilities Council, Inc. (FDDC) funds Personal Support Providers (PSP) for individuals who complete a Personal Support Level of Need checklist.

FDDC is committed to ensuring individuals can participate meaningfully in all aspects of Council-funded activities. These activities would include, but are not limited to, Council meetings, committees, task forces, work groups, training, and education (e.g., Partners in Policymaking, Fellows, Developmental Disabilities Awareness activities).

The PSP's role is to ensure that the individual is safe, cared for, guided, and supported prior to, during, and after the funded Council activity based on the individual's unique needs.

Expectations of the Personal Support Provider:

The PSP hired shall always be available during FDDC meetings, meals and during full day/evening activities funded by the FDDC (i.e., transportation, hotel, meals, activities outside of the meeting) to meet the unique needs of the individual they are supporting.

A PSP can be hired and reimbursed to assist the individual with:

- ✓ Activities of daily living. These may include toileting, feeding/eating, bathing, transfers, dressing).
- ✓ Medical management. These may include seizure monitoring, diabetic monitoring, medication distribution and management.
- ✓ Interaction, understanding, and communication. These may include reading, expressing thoughts, managing behaviors, navigating the hotel, attending dinners/gatherings, reviewing meeting materials, and participating in meetings.

We encourage the individual hiring their PSP to review their unique needs before attending the FDDC activity based on the requirements of the meeting. Also, it is helpful to touch base during the meeting and afterwards to ensure all needs were met.

04/29/2024

Florida Developmental Disabilities Council, Inc. (FDDC)**How To Be a Successful Participant in a FDDC Meeting****Purpose:**

Whether you are participating in Council meetings, committees, task forces or workgroups your expertise, knowledge and lived experience is invaluable to the work that we do for persons with intellectual and developmental disabilities and their families. The following are guidelines to help you be an effective and well-respected contributor to our work.

Guidelines:**Before the meeting:**

- ✓ Take time to read *all* the materials in your Council book and take notes. Ask your PSP or support person for assistance if needed.
- ✓ If reading is a challenge, staff will provide you with Adobe Reader to download free on your computer, iPhone, or iPad at home.
- ✓ Bring your Council book to the meeting.

At the meeting:

- ✓ Be prepared to vote on items that are marked with a double asterisk** on the agenda.
- ✓ The Chair will call for discussion after every agenda item that requires a vote, and sometimes other agenda items as well.
- ✓ Be prepared to ask your questions during that time.
- ✓ Wait to be called on by the Chair to speak.
- ✓ Stay on the topic of the agenda item being discussed.
- ✓ If you have questions during the meeting and it isn't time for discussion, write your questions down or have your personal support provider write them down for you.
- ✓ Make sure other people have time to speak.
- ✓ If you agree with something someone has said you don't need to comment too. This will save time in the meeting.
- ✓ Any issues that come up or questions that you have that are not related to the agenda item, write them down. Talk with staff during the break or after the meeting.

After the meeting:

- ✓ Sometimes you may think of questions after the meeting that you didn't have a chance to ask, let the staff for the committee and/or the Executive Director know.
- ✓ Don't forget to complete your reimbursement form(s) and submit them within 90 days after the meeting occurs.

04/18/2024

Florida Developmental Disabilities Council, Inc.

Full Council Meeting Minutes

Thursday January 25, 2024 & Friday January 26, 2024

In-Person

Florida Hotel and Conference Center, Orlando, Florida

Thursday January 25, 2024

Council Members Present: Eddie Hall, Acting Chair; Elly Hagen; Dr. Dennis Hart; Yolanda Herrera; Dr. Jean Sherman; Carla Mercer; Lauren Modawell; Danielle McGill; Arizona Jenkins; Michael Sayih; Charlotte Temple; Denise Anderson; Enrique Escallon; Christina Cordova; Kira Houge; Susan Nipper; Caitlyn Clibbon; Mirna Diaz; Jennifer Duggar; and Sarah Goldman (via ZOOM).

Council Members Absent: Victoria Zepp, Kali Wilson, Catherine McGrath, Andrea Gary, and Dr. Beth Boone.

Staff Present: Valerie Breen, Executive Director; Jamie Mayersohn; Dr. Susan Kabot; Kristin Vandagriff; Jan Pearce; Lisa Taylor; Sheila Gritz-Swift; Margaret Hooper; and Monica Moye.

Breen conducted roll call and quorum was established. Hall called the meeting to order at 2:00 p.m.

Hall welcomed all Council members. He recognized the new Council members who were appointed in December 2023. He asked everyone to introduce themselves.

I. Approval of September 2023 Minutes

Action Taken: Escallon made a motion to approve the September 21, 2023, Council meeting minutes as presented. Hart seconded. Motion passed unanimously.

Escallon offered a point of information on the bylaws. He noted that the Vice Chair carries out duties of the Chair if that role has been vacated. He wanted clarification on the timeframe for the next Chair election. Breen reported that she received an interpretation from the FDDC attorney regarding the FDDC bylaws and Chair election. She reported that a special election will be held at the May Council meeting.

In addition, Escallon brought up Page 7, Article 7, Roberts Rules of Order noting that members joining online do not count towards quorum. This was noted for future reference.

Escallon also noted that the agenda needs to be adopted before moving to the first item on the agenda. This was noted for future reference.

II. Vice Chair Report

Hall stated that his report was brief. He thanked members for attending and pledged to do his utmost in his role as Acting Chair. He stated that should he become Chair, he is committed to ensuring that self-advocates lead the Council. He stated that self-advocates are extremely important to why the Councils exist.

III. Executive Director Report

Breen welcomed the new Council members appointed in December and thanked everyone for the prompt responses to orientation and onboarding for the Council. Breen explained what the Information and Technical Assistance Center (ITACC) provides, and she directed Council members to the website to sign up for free training at www.itacchelp.org. She also informed the Council that we will begin our process for developing the next state plan starting later in 2024. The new plan is due August 15, 2026, and will cover Fiscal Years 2027-2031. Breen recognized the departure of Ms. Sheila Gritz-Swift as Senior Director of State Plan and Evaluation after 12 years of service to the Council. Gritz-Swift is moving permanently to North Carolina. Gritz-Swift will serve in a consultant capacity working with FDDC staff to complete federal reporting requirements required from the Administration for Community Living (ACL).

IV. Stakeholder Task Force on Managed Care Report

Goldman directed members to the yellow section of the book with minutes from the Dec. 7, 2023, Stakeholder Task Force on Managed Care meeting. The Council hired a research consultant, Lu Marie Polivka-West, to conduct research and provide support to staff. Mathematica will be researching and providing findings on quality case management for persons with I/DD and managed care to support the Council's work with managed care. Temple asked if the Centers for Medicare and Medicaid had approved the pilot waiver. No approval had been received nor has the provider been selected as of the date of this meeting. Clibbon asked about the second county location and timeframes. Hooper reported that the Governor put forward funding for Miami-Dade and funding for Hillsborough and surrounding counties. Herrera asked for clarification on the number served for Miami-Dade. Sherman clarified 600 slots for Miami-Dade and 300 slots for Hillsborough and the surrounding region. Goldman denoted the opportunity for Council members to join this task force. Herrera, McGill, Escallon, Temple, Clibbon, and Jenkins indicated an interest. The task force hasn't scheduled its next meeting but will meet after the Mathematica research and assessment is complete. Dr. Kabot denoted that Mathematica is in the process of scheduling three state-level managed care interviews. Breen reported that the end of March or April would likely serve as the next meeting timeframe for the Task Force.

V. Highlights from State Plan Outcomes

Dr. Kabot reported on 2022-2023 outcomes. The presentation covered all goal project activities. She shared highlights of resource products and training that was developed and provided.

- Goal 1:
 - Access to Services Through Knowledge (ASK) Research Project: Final Research Study Findings Report was discussed and published on the FDDC website.

- Goal 2:
 - Competencies for Case Management Professionals Supporting People with I/DD: Results of an Environmental Scan for the FDDC and developed tools were discussed. Advisory group opportunities were noted to encourage Council member participation.
 - Researching Provider Solutions for People with I/DD: Results of an Environmental Scan for the FDDC was discussed. It was noted that this report is published on the FDDC website.
 - Measuring Service Quality: Final Environmental Scan Report was covered with pilot testing beginning with the residential tool as the next step.
 - Understanding the Behavior Therapist Shortage in Florida: Final Research Study Report was covered and is published on the FDDC website.
 - Dual Diagnosis Basics will be covered in-depth in Friday's meeting with a presentation on the training from the National Association for the Dually Diagnosed (NADD).
 - Addressing Policy and Public Safety: Autism & I/DD Data Report. It was denoted that a presentation on this training series will also be covered in-depth on Friday. FDDC is currently exploring the best "home" for this training over the long-term.
 - Legislative outcomes around this goal were briefly discussed related to the Governor's budget rate increase and work regarding the mobile crisis unit.
- Goal 3:
 - Both the AGEDD project and Strive to Thrive were discussed. Thus far, 10 individuals have received referrals due to these efforts. The Strive to Thrive Environmental Scan Report was completed, and it is published on the FDDC website. A mixed methods research study will be a future focus which includes surveys and interviews.
- Goal 4:
 - The Fellows Leadership Program, Partners in Policymaking (PIP), and the PIP Curriculum Strand were discussed. The Fellows' training and support of FL SAND was reported. The Partners in Policymaking current class is completing Session 5 and working on mock testimony presentations. FDDC continues to support PIP Alumni with training and technical assistance. Due to the important impacts of Partners in Policymaking, FDDC desired to have a curriculum that was accessible to all people with I/DD. The FDDC is working with Autistic Self Advocates Network (ASAN) to translate the PIP curriculum to an Easy Read format. Advisory committee meetings have been held and reviewers have been selected. ASAN staff is passively observing the current PIP class and has reviewed Minnesota's PIP and Florida's PIP curriculum elements. Four sessions of content have been drafted thus far.
- Goal 5:
 - Dr. Kabot discussed activities around transportation, employment, and housing. While funding has ended, the Council continues to monitor these areas for sustainability and future outcomes. The Black Autism Spectrum Disorder (ASD) project outcomes and published reports were also noted.

Previously completed research report links were also provided. Hall added that he and Jenkins were part of the initial Fellows cohort. He stated that the program helped them be better self-advocates and inspired them to start their own nonprofits. Gritz-Swift denoted the impact of Route to Self-Determination training and its important impact on self-advocates' lives.

VI. Public Input/Adjournment

There was no public input.

Hall adjourned the meeting at 4:31 p.m.

Friday January 26, 2024

Council Members Present: Eddie Hall, Acting Chair; Elly Hagen; Dr. Dennis Hart; Yolanda Herrera; Dr. Jean Sherman; Carla Mercer; Lauren Modawell; Danielle McGill; Arizona Jenkins; Michael Sayih; Charlotte Temple; Denise Anderson; Enrique Escallon; Christina Cordova; Kira Houge; Susan Nipper; Caitlyn Clibbon; Mirna Diaz; Jennifer Duggar; and Sarah Goldman (via ZOOM).

Council Members Absent: Victoria Zepp, Kali Wilson, Catherine McGrath, Andrea Gary, and Dr. Beth Boone.

Staff Present: Valerie Breen, Executive Director; Jamie Mayersohn; Dr. Susan Kabot; Kristin Vandagriff; Jan Pearce; Lisa Taylor; Sheila Gritz-Swift; Margaret Hooper; and Monica Moye.

Guests Present: Torica Exume (pre-recorded presentation), and Jeanne Farr (in person).

Breen conducted roll call and quorum was established. Hall called the meeting to order at 9:00 a.m.

Action Taken: Escallon made a motion to adopt the agenda as presented. Dr. Hart seconded. Motion passed unanimously.

I. Presentations on Training Products

Training First Responders: Emergency Medical Services Course and Law Enforcement Course were presented in a pre-recorded presentation by Torica Exume, PhD, from Florida Atlantic University. The background on co-occurring autism spectrum disorder (ASD) and mental health diagnoses was provided. Four pilot training courses were conducted. Findings were discussed and major project activities were reviewed. Community participation strategies were also discussed. Ninety (90) autism sensory kits were provided as part of this project. Pilot training objectives were reviewed. An example of the pilot trainer manual was briefly demonstrated to show the step-by-step instructions to review critical training components. An example of the pilot participant handbook was also demonstrated. An example of an instructional video was played. The curriculum instructor guide, trainer manual, and a revised participant handbook were noted to be the current project efforts that are in progress. There will be a course

overview to describe the instructor's purpose as well as a robust table of contents. An example of future training was also provided. Role playing components of the training were discussed. Dr. Kabot noted the Agency for Persons with Disabilities (APD) is interested in these training courses. She stated that the Council will need an entity to step up and house the training to make it widely available.

Dual Diagnosis Training was presented by Jeanne Farr, MA, National Association for the Dually Diagnosed. She provided an overview of the partnerships, the overarching goals of the project, summary of activities, lessons learned and success factors. The project focused on learning about the needs of the dually diagnosed population in Florida and how best to address those needed. The project's process was noted to be iterative, collaborative and evidence-based. She reported that the first year focused on conducting a large research study, looking into barriers to service. The second year of the project focused on policy and procedure review related to dual diagnosis in Florida and looking at available resources with pilot training initiated. The third year of the project will focus on conducting a national research study on existing best practices for crisis prevention, crisis intervention, and post-crisis engagement. These strategies will be used to inform pilot training in Florida through both in-person and virtual training. She stated that policy refinement and state systems collaboration will be key to effective systems change in this area.

II. State and Sister Agency Reports

Agency for Persons with Disabilities (APD)

Nipper reported on legislative updates and highlighted several Governor's recommendations. APD is seeking funding for pre-enrollment categories 1-3 to enable them to live in community settings. To support Direct Support Providers, APD is seeking funding for a workforce apprenticeship program to professionalize the role within the system of care. To support rural regions, APD is seeking support for a fiscal analysis to support funding needed for a rate differential for rural areas. The Governor's recommended budget includes rate increases: 10% increase for supported living; 10% increase for therapeutic services OT, PT, speech, mental health, and dietitian; 5% increase for all levels of life skills services such as companion, supported employment and vocational services; 5% increase for residential habilitation services; and 9% increase for private duty nursing to ensure competitive rates. APD is requesting funds for an actuarial analysis for an adult pathways waiver to address immediate needs during transition to adulthood. APD is looking to continue to support the managed care pilot with enrollment for up to 600 individuals. Hope Florida was discussed. APD has hired 13 Hope navigators with training from the Department of Children and Families (DCF).

Agency for Health Care Administration (AHCA)

Catherine McGrath could not attend the meeting due to the agency being in the blackout period for the managed care pilot.

Department of Elder Affairs (DOEA)

Houge reported that the legislative session is the core focus with a continued ask for funding to support clients and increase enrollment in general revenue programs. This week DOEA participated in the state improvement plan, and it was noted that there is a goal for Alzheimer's and related disorders. DOEA continues to be active with the State Health Improvement Plan (SHIP) and offering fall prevention classes statewide.

Florida Department of Education, Division of Vocational Rehabilitation (VR)

Diaz reported that there were staffing changes within VR leadership. With respect to supported employment, VR continues to offer services to those with the most significant disabilities. She reported that 1,249 individuals were supported in finding employment over the past year and VR continues to work closely with other state agencies. The 2023 annual report is being finalized. The legacy system was replaced with the AWARE system and launched August 2023. Regarding Adult Project SEARCH, 28 interns graduated from the 4 sites and 20 interns have reported being employed. Regarding the ARTSY federally funded grant, VR is addressing subminimum wage in the state of Florida and supports Floridians' competitive integrated employment outcomes.

Florida Department of Education, Bureau of Exceptional Education and Student Services (BEES)

Duggar reported that graduation rates have increased significantly, with an increase of 4.9% for students with disabilities. She stated that strong training has supported these increases. The Visions conference is in the planning process for April 9-11, 2024, at the Florida Hotel. Herrera asked if Discovery is still being used for students with the most significant disabilities. Diaz noted that VR offers Discovery through VR for students with disabilities. This service choice is made based on working with individual counselors. Temple noted that students with intellectual disabilities are getting lost regarding data since special diplomas are not reported anymore and asked for data for students graduating on Access Points. Duggar noted that data is being pulled for federal reporting in the next few weeks. Gritz-Swift stated that data on outcomes for youth using Access Points would be useful moving forward.

Florida Department of Health, Division of Children's Medical Services

Breen reported that Gary was unable to attend this Council meeting and provide a report. However, she continues to be involved with the Council's Mathematica project initiatives.

University of Miami Mailman Center

Dr. Sherman reported that training with high school students who are coming in for regular weekly sessions has been a successful peer training. She stated that it has enabled siblings or people who are interested in a disability field to pursue a career. Hall reported that the Mailman Center's Self Advocate Leadership Training (SALT) program is an excellent program, and that he

benefited greatly from the training experience. Gritz-Swift provided context on the SALT program stating that it was originally funded by FDDC and is now sustained by the Mailman Center.

University of South Florida Center, Florida Center for Inclusive Communities (FCIC)

Breen reported that Dr. Boone was unable to attend the Council meeting and provide a report.

Disability Right Florida (DRF)

Clibbon reported that supported decision making, provider rate increases and the “APD bill” are their major focus this legislative session. They are continuing to receive funding for the voting rights project. DRF teams continue to do investigations and individual advocacy regarding abuse and rights violations. She reported that DRF runs the Client Assistance Program related to VR services. She also reported that monitoring is being increased for those with intellectual and developmental disabilities in Intermediate Care Facilities (ICF) and group homes. DRF staff are being trained to ensure that voters’ rights training will comply with the new rules related to voters’ rights organizations.

III. Committee Reports/Discussion

State Plan Committee Report

Dr. Sherman provided the report to the Council.

Action Taken: Jenkins made a motion to accept the report. Escallon seconded. No discussion ensued. Motion passed unanimously.

Finance Committee Report

Dr. Hart provided the report to the Council.

Action Taken: Jenkins made a motion to accept the report as presented. Temple seconded. No discussion ensued. Motion passed unanimously.

Public Policy Committee Report

Goldman provided the report to the Council.

Action Taken: Escallon made a motion to accept the report as presented. Hart seconded. No discussion ensued. Motion passed unanimously.

Executive Committee Report

Hall provided the report to the Council.

Action Taken: Jenkins made a motion to accept the report as presented. Hart seconded. No discussion ensued. Motion passed unanimously.

Hall reminded Council members that the Developmental Disability Awareness dinner will be on February 6, 2024 in Tallahassee and that Developmental Disabilities Awareness Day will be at the Capitol the next day on February 7, 2024. Breen reported that a survey would be distributed to everyone sometime in March so that they could indicate their interest in standing committees and task forces.

There was no public comment.

Hall adjourned the meeting at 12:51 p.m.

DRAFT

BIOS

Vice Chair Nominees

(Based on what nominees submitted on their Consent to Serve form)

Describe your qualifications, experience, or other reason for seeking consideration to the stated elected position(s). Provide information on (1) How many years you have served on the Council; (2) any leadership positions you have held with the Council, including Task Force and Committee roles; and (3) your plans for the direction of the Council in the next 2 years, including three things you feel are top priorities facing the Council.

Enrique Escallon

I previously served on the Council for 10 years. During that time, I served in the capacity of Chair, Treasurer, At-Large member of the Executive Committee and Chaired several committees. My plans over the next two years are to ensure that 1) the strategic plan is completed with fidelity by monitoring progress, 2) engage legislative priorities that reduce waiting lists and needed services for persons with I/DD and ASD populations and 3) ensure that the Board is engaged in their Duty of Care.

Yolanda Herrera

I have served on the Council for 5 years (since 11/16/2018). I am a member of the State Plan Committee and Public Policy Committee, Chair of the Aging Caregivers Task Force, and member of the Home-and Community-Based Task Force. I am also a Mathematica quality case management participant and best practices in case management member. My plan over the next two years is to ensure 1) the current State Plan fully engages the Council on pressing issues impacting the developmental disabilities community, 2) truly embrace and support the present direction of the Council in home-and community-based services, access to services and aging caregivers as the priorities, and 3) include self-advocacy leadership as a must to ensure continuation of the Council work and initiatives.

Arizona Jenkins

If I am chosen to be your Vice Chair, I will work with your Chair to continue the work that started with the Council to make sure that the people with disabilities are able to live their life as they see fit in the two years of me serving. I hold positions on many boards. One is the chair for Hart ADA advisory committee. I am the former board Chair of FL SAND. I sit on the board of Self-Reliance Inc., and I am the Live-able Roadway committee ADA Representative. I am a motivational speaker and mentor at three Hillsborough County schools. I also mentor others with disabilities in my community. I am the founder of a not for profit called New Horizons support group for persons with a disability. I also serve as a greeter at my church. As you can see, I am knowledgeable about the responsibilities of being on a board and get along well with others.



**Public Policy Committee
Meeting Minutes
Friday, March 8, 2024
Zoom call.**

Members Present: Sarah Goldman (Chair), and Yolanda Herrera

Members Absent: Caitlyn Clibbon, Elly Hagen, and Eddie Hall

Other Council Members Present: none.

Staff Present: Margaret J. Hooper, Valerie Breen, Sue Kabot

Guests: none

I. Call to Order:

The Meeting was called to order by Sarah Goldman, Chair, at 1:03pm. There was a quorum present.

II. Welcome & Introductions:

Members were reminded that those attending the meeting who were not Public Policy Committee members could not vote but could participate in discussion and the public could speak during the public comment period.

III. Approval of February 23, 2024, minutes**

Action Taken- Goldman made a motion to approve the minutes. Herrera seconded. The motion passed. There was no opposition or abstentions.

IV. 2024 Platform and Bills Update:

Hooper updated the Committee on the progress for the 2024 Legislative Platform. And Hooper gave an update on bills the Council is following.

V. Public Comment/ Meeting Adjourned - There was no public comment. Goldman adjourned the meeting at 1:54 pm.

WAITING LIST PRIORITY CATEGORIES – FLORIDA STATUTES 393.065(5)- (Updated 10/17/2017)

The Agency for Persons with Disabilities (APD) waiting list categories are listed from the highest priority to the lowest. Category 1 is the highest priority. Category 7 is the lowest priority.

Category 1 includes clients deemed to be in crisis. A crisis includes homelessness, danger to self or others, and caregivers unable to give care.

Documentation for this category requires the completion and approval of a crisis application.

Category 2 includes individuals with an open case in the Department of Children and Families' (DCF) statewide automated child welfare information system who are either:

- Transitioning out of the child welfare system at the finalization of an adoption, reunification with family members, a permanent placement with a relative, or a guardianship with a nonrelative; or
- At least 18-years old but not yet 22-years old and who need both waiver services and extended foster care services; or
- At least 18-years old but not yet 22-years old who withdrew consent to remain in the extended foster care system.

Documentation from DCF that confirms the individual has an open case in the child welfare system and related court or other records.

Category 3 includes clients:

- Whose caregiver has a documented condition that is expected to render the caregiver unable to provide care within the next 12 months and for whom a caregiver is required but no alternate caregiver is available.

Documentation required for change: 1) A description of the condition or circumstance that renders the caregiver unable to provide care. 2) Documentation must explain the reason the current caregiver can no longer provide the individual's care. If the condition or circumstance is due to a medical condition, a physician's statement must be provided.

- Who are at substantial risk of incarceration or court commitment without support.

Documentation required for change: 1) A summary of incidents in which the individual has engaged in dangerous or criminal charges; 2) a summary of incidents in which the individual has engaged in dangerous behavior; 3) a summary of past history of involvement with the court system or law enforcement, any current involvement with the court system or law enforcement; 4) a summary of any past history of multiple arrests, incarceration in jail, prison, or admission to the developmental disabilities defendant program.

- Whose documented behaviors or physical needs place them or their caregiver at risk of serious harm and other supports are not currently available to alleviate the situation.

Documentation required for change: 1) Description of the behaviors or physical needs that are causing the risk or potential harm and the medical treatment provided to the individual or to others because of the individual's behaviors or physical needs; and 2) documentation of the frequency, intensity, and duration of behavioral incidents with an explanation of behavioral interventions that have been used to address the behaviors.

- Who are identified as ready for discharge within the next year from a state mental health hospital or skilled nursing facility and who require a caregiver but for whom no caregiver is available or whose caregiver is unable to provide the care needed.

Documentation required for change: 1) A discharge summary from the facility; 2) a status of available caregivers for the individual and 3) documentation that there are no other available resources or services other than waiver services to meet the individual's needs.

Category 4 includes clients whose caregivers are 60 years of age or older, and for whom a caregiver is required but no alternate caregiver is available.

Documentation required for change: 1) Date of birth of the primary caregiver must be provided as well as documentation that the individual needs a caregiver, and no other caregiver is available. 2) Information regarding the health of the caregiver and availability of other caregivers must be included. Acceptable proofs of date of birth include, but are not limited to, birth certificates and state-issued identifications.

Category 5 includes clients who are expected to graduate within the next 12 months from secondary school and need support to obtain a meaningful day activity, maintain competitive employment, or to pursue an accredited program of postsecondary education to which they have been accepted.

Documentation required for change: 1) School documentation of the individual's graduation date and 2) documentation there are no other resources other than waiver funded services to provide the individual with support to obtain or maintain a job, pursue meaningful day activity, or pursue post-secondary education.

Category 6 includes clients 21 years of age or older who do not meet the criteria for Category 1, Category 2, Category 3, Category 4, or Category 5.

Documentation required for change: Individual's date of birth and that no other category criteria apply. Acceptable proofs of date of birth include, but are not limited to, birth certificates and state-issued identifications.

Category 7 includes clients younger than 21 years of age who do not meet the criteria for Category 1, Category 2, Category 3, or Category 4.

Documentation required for change: Individual's date of birth and that no other category criteria apply. Acceptable proofs of date of birth include, but are not limited to, birth certificates and state-issued identifications.

**Impact of the 2024 Legislation for People with Intellectual and Developmental Disabilities
and Their Families**

The legislation will be enacted after the Governor's approval.

Legislative Action	Positive Impact
Budget Items	
Dual Diagnosis Mobile Treatment Pilot Funding for Broward, Orange, Leon and Hillsborough counties- \$6.5 million.	<p>Mobile Crisis Units will include at least one person, trained to work with individuals with a mental illness and a developmental disability, to reduce involuntary placement (i.e., Baker Acts) in emergency rooms and crisis stabilization units.</p> <p>Training will be provided for family members and group home staff in handling behavioral and mental health crises.</p>
Pre-Enrollment (crisis waitlist) funding for the iBudget waiver -\$65 million.	Funding provided to expand the Home-and Community-Based Services Waiver by removing the greatest number of individuals in crisis (including those in child protective services) under this additional funding.
<p>SB 1758 includes funding for services in the iBudget waiver for some non-crisis categories - \$39 million.</p> <p><i>Signed by the Governor</i></p>	<p>SB 1758 includes the following budget provisions. First, the bill reduces the age requirement of a client's caregiver in Pre-Enrollment Category 4 from 70 years of age to 60 years of age or older. This will allow a higher number of individuals to be included in Category 4 of the pre-enrollment prioritization list.</p> <p>Second, a total of \$39 million is appropriated to offer iBudget waiver services to the greatest number of individuals permissible under the appropriation from Pre-Enrollment Categories 3, 4, and 5, including individuals whose caregivers are age 60 or older in Category 4.</p>
Inclusion of siblings who can come off the waitlist this year - \$17 million.	This funding is provided to expand the Home- and Community-Based Services Waiver by providing services to the greatest number of individuals permissible under the appropriation from pre-enrollment Category 6 who have a sibling in pre-enrollment Category 3, Category 4, Category 5, or Category 6.
10% universal rate increase for all iBudget waiver providers - \$196 million. <i>Signed by the Governor</i>	The 10% universal rate increase for all iBudget waiver providers passed in SB 7016, the Live Healthy bill. This funding could stabilize the iBudget waiver workforce.

<p>Individuals with Developmental Disabilities Pilot Program in Region I (Miami-Dade and Monroe counties) and Region D (Hillsborough, Manatee, Highlands, Hardee, and Polk Counties) -\$38 million</p>	<p>Funds are provided to the Agency for Health Care Administration to support capitation payments for individuals enrolled in a pilot program for individuals with developmental disabilities that was initiated last year. The Agency for Persons with Disabilities will provide eligibility for enrollment on the pilot.</p> <p>Funds are provided to support the enrollment of individuals in Region I and Region D who are currently on the waiting list for Home- and Community-Based Waiver services at the Agency for Persons with Disabilities and who volunteer to participate in the pilot program.</p> <p>AHCA shall develop comprehensive services coverage including general Medicaid health benefits, the community services described in the iBudget waiver, and the long-term care plan benefits from the waiver for seniors served by Elder Affairs.</p>
<p>Dental services for individuals with developmental disabilities. - \$11,500,000 million</p>	<p>Funding for dental services that in the event the Agency for Persons with Disabilities is unable to competitively procure a contract with a nonprofit organization for a statewide dental services program for those with developmental disabilities, funds shall be used by the agency to administer the program.</p>
<p>Adult Pathways Waiver Planning and Actuarial Study for a Capitated Waiver Option- \$300,000</p>	<p>The Agency for Persons with Disabilities will conduct an actuarial analysis after provider and partner input to determine the appropriate annual per person cap for an Adult Pathways Waiver.</p> <p>This waiver would offer a limited array of services to help address services needed for individuals as they transition to adulthood.</p> <p>The agency shall submit a report to the Governor, the President of the Senate, and the Speaker of the House of Representatives no later than December 1, 2024.</p>
<p>iConnect System for APD-\$3,761,926</p>	<p>The Agency for Persons with Disabilities will continue implementation and enhancement of the iConnect system for the purpose of providing electronic visit verification of service delivery to recipients by providers, and electronic service</p>

	<p>authorizations for Developmental Disabilities Medicaid Waiver services.</p> <p>\$100,000 shall be used to contract with an independent software quality assurance and testing provider to engage with stakeholders and provide an extensive assessment of the iConnect project by March 1, 2025.</p> <p>APD will not begin provider compliance monitoring or recoupment of funds during the fiscal year.</p>
Bills	
<p>Behavioral Health Teaching Hospitals <i>Signed by the Governor</i></p>	<p>Behavioral Health Teaching Hospitals will be designated when they meet certain criteria and AHCA will designate four named hospitals and award each behavioral health teaching hospital funds for up to 10 new residency slots and for workforce development programs. The four hospitals are:</p> <ul style="list-style-type: none"> • Tampa General Hospital, in affiliation with USF. • UF Health Shands Hospital, in affiliation with the University of Florida. • UF Health Jacksonville, in affiliation with the University of Florida. • Jackson Memorial Hospital, in affiliation with the University of Miami. <p>The Florida Center for Behavioral Health Workforce will be established within the Louis de la Parte Florida Institute for Mental Health at the University of South Florida. The Center will perform original research, policy analysis, and develop and share best practices that advance the behavioral health professions.</p> <p>This was a recommendation of the Council's <i>Reducing the Shortage of Behavior Therapists project</i>.</p>
Supported Decision-Making Authority	<p>Supported Decision-Making (SDM) is an alternative to guardianship and guardian advocacy that lets adults with disabilities (decision-makers) make their own decisions with the support of people they trust. These people called "supporters" cannot make decisions for</p>

	<p>adults with disabilities, but they can help decision-makers by:</p> <ul style="list-style-type: none"> • Helping them understand and explore options. • Explaining the risks and benefits of options. • Assisting with getting information. • Giving guidance and ideas. • Helping them communicate and carry out a decision.
<p>Transportation Services for Persons with Disabilities</p>	<p>There will be changes for the membership and duties of the Commission for Transportation Disadvantaged and improvements to transportation services for individuals with disabilities.</p> <p>1) New responsibilities of transportation service providers will include driver training for those who transport persons with disabilities. The Agency for Persons with Disabilities will establish requirements for training of transportation staff who are providing direct services to clients of the agency.</p> <p>2) Providers will establish reasonable time periods between a request for service and the arrival of the transportation service provider.</p> <p>3) The Commission for the Transportation Disadvantaged shall establish model procedures for transportation service providers to receive and investigate reports related to adverse incidents.</p> <p>4) There are two reports due to the legislature next year, on model policies and procedures for paratransit and individuals with disabilities.</p>
<p>Employment of Individuals with Disabilities <i>Signed by the Governor</i></p>	<p>There are new requirements for the collection and sharing of employment data between multiple agencies for the interagency cooperative agreement under the Employment First Act.</p> <p>The Office of Reimagining Education and Career Help will issue an annual statewide report.</p> <p>This legislation is important to the Council because FDDC initiated the Employment First Act,</p>

	and the intent is that data collection will lead to ways to provide more job opportunities for individuals with developmental disabilities.
Home- and Community-Based Services Medicaid Waiver Program <i>Signed by the Governor</i>	<p>The Agency for Persons with Disabilities (APD) will develop and implement an automated, electronic application process for crisis services. This deletes the requirement that application for services be made to the agency in the region in which the applicant resides. Also, APD will educate new waiver recipients about the Consumer Directed Care Plus waiver.</p> <p>This legislation reduces the age requirement of a client's caregiver in Pre-Enrollment Category 4 from 70 years of age to 60 years of age or older. This will allow a higher number of individuals to be included in Category 4 of the pre-enrollment prioritization list. Second, \$38 million was appropriated to offer waiver services to the greatest number of individuals permissible from Pre-Enrollment Categories 3, 4, and 5, including individuals whose caregivers are age 60 or older in Category 4.</p> <p>Care navigation services will be offered for voluntary participation at the time of application and as part of any eligibility or renewal review. The goals of care navigation are to create a seamless network of community resources to support a client in daily living, community integration, and achievement of individual goals.</p> <p>The Agency for Health Care Administration and the Agency for Persons with Disabilities, in consultation with other stakeholders, will jointly develop a plan for the administration, finance, and delivery of home and community-based services through a new home and community-based services Medicaid waiver program.</p>
Designation of a diagnosis on motor vehicle registrations	Motor vehicle owners or registrants may designate on their application form for motor vehicle registration that they have been diagnosed with or are the parent or legal guardian of a child or ward who has been diagnosed with a developmental disability or psychiatric disorder. The registrant will be coded as SAFE which means that someone in the vehicle may not act in a predictable way. This designation can be removed upon request.

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

**STAKEHOLDER TASK FORCE ON MANAGED CARE
for Persons with Intellectual & Developmental Disabilities (I/DD)**

MINUTES

March 19, 2024

Zoom Meeting

Council Members/Resource Members Present: Sarah Goldman, Chair; Caitlyn Clibbon; Elly Hagen; Yolanda Herrera; Susan Nipper; Kimberly Quinn; Charlotte Temple; Victoria Zepp; Kevin Johnson; and Laura Minutello

Members Absent: Dennis Hart

Staff Present: Valerie Breen, Margaret Hooper, and Lu Marie Polivka-West (Consultant)

Presenters: David Rogers, President, Independent Living Systems (ILS); Carol Gormley, ILS; and Jim DeBeaugrine, Consultant

Goldman called the meeting to order at 3:10 p.m.

I. Introduction of Task Force Members

Goldman recognized that the Task Force had expanded since new members joined the Council in December 2023 and additional Task Force members were identified in February 2024. She asked everyone to introduce themselves.

II. Review of Purpose

Goldman reminded everyone of the purpose of the Task Force. She stated it was established to be the think tank on key issues for persons with individual and developmental disabilities (I/DD) in managed care and to be the source for recommendations and advocacy.

III. Review of What FDDC Has Accomplished to Date

Goldman provided an overview of the recent history of the Task Force since last year. She stated that the Council staff have been meeting with Mathematica, their current research partner/provider, to assist in the determination of necessary components for the delivery of quality case management for persons with I/DD. Mathematica has expanded their study to include case management delivered by managed care organizations who deliver services to persons with I/DD and those who do not deliver services to the I/DD population in Florida and in other states. The results of their research will be available in the next few months for presentation to the Task Force. Independent Living Systems/Florida Community Care agreed to participate in the study and provide their Care Coordinators to be interviewed.

In the negotiation process, the Council was contacted by Independent Living Systems (ILS) to serve on their proposed Stakeholder Advisory Council should they be chosen. The Agency for Health Care Administration (AHCA) negotiated with entities who applied to the Invitation to Negotiate (ITN) for the I/DD pilot. Independent Living Systems as the parent company of Florida Community Care, their Medicaid health plan subsidiary, was chosen to implement the contract with AHCA as the entity awarded the managed care contract for the pilot program. The announcement was confirmed at the end of February 2024. Breen has been representing FDDC on ILS's Stakeholder Advisory Council. They have met three times since the contract was awarded.

IV. Presentation by Independent Living Systems (ILS), Florida Community Care

Goldman introduced the presenters, David Rogers, President of ILS, and Carol Gormley with appreciation for providing an overview of the status of the pilot work since they received the award. <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:28257d5b-fd5f-4e3a-94ff-a0e02c031286> Goldman also recognized Jim DeBeaugrine, Consultant to ILS, for his participation as he was the former Director of the Agency for Persons with Disabilities and has years of experience working in and on behalf of the developmental disability community.

David Rogers gave a brief introduction about Independent Living Systems (ILS) and Florida Community Care (FCC). He talked about how ILS has been involved since the beginning of Florida's Medicaid waiver initial pilot and has supported half of the managed care firms in Florida and in other states where they included I/DD case management. ILS has been a large provider of meals to the aging population for the past decade, a durable medical equipment provider with several home health agencies, and recently launched a long-term care (LTC) pharmacy with an intent for home delivery. Rogers noted that ILS' "visionary leader," Nester Plana, has a vision to provide "for all the needs of an individual with a comprehensive approach." FCC has served over 250 people with I/DD over the past five years as a part of the Florida LTC Plus plan. Currently FCC is serving 186 persons with I/DD throughout the state and 43 are in the pilot areas. Most of the LTC providers are assisted living facilities (ALFs) where the persons with I/DD live.

In 2018, FCC was awarded a statewide LTC contract for the Medicaid LTC waiver. FCC is an LTC provider service network owned by one or more specified LTC provider types. FCC was awarded a contract as a Medicaid managed care plan for all 11 regions in the state of Florida. In 2022, ILS was approved for what is called "FC2," a waiver to integrate Medicaid, Medicare, and community care services. Florida Complete Care (FC2), FCC's sister plan, launched a Medicare Advantage Special Needs Plan (SNP) in 2022 with a fully integrated dual eligible persons waiver, which was approved in January 2024 by the federal government.

Rogers noted that the ILS/FCC/FC2 niche is serving vulnerable populations, and they recognize the importance of partnerships as represented by the influential work with Breen and the Council. The ILS motto is "You Matter, We Care." ILS/FCC is now the third largest of seven managed care plans, with 40% voluntary enrollment and reported as the Number 1 choice for

volunteer enrollment. The ILS partnerships and stakeholders include the FDDC, ARC Florida, Florida, Association of Rehabilitation Facilities (FARF), the Family Café, and Casa Familia. ILS has the legislative experience of Carol Gormley.

The Agency for Health Care Administration was directed by the 2023 Florida Legislature to develop a competitive proposal procurement and ILS/FCC's proposal was selected to develop and implement a pilot project in two regions: Tampa Bay and Miami-Dade/Keys regions. The ILS pilot proposes to "maximize flexibility through managed care such as additional services and good care coordination to include assessing, developing plans and bringing services and then monitoring the services provided with increased opportunities for community integration."

ILS pilot will be completely voluntary for persons on the waiting list for the iBudget waiver for persons 18 and older. The Agency for Persons with Disabilities (APD) will make the enrollment offer to individuals on the pre-enrollment list, also referred to as the wait list. The covered benefits will include comprehensive intellectual and developmental disabilities' service needs. All acute care and long-term care services will be provided as well as expanded benefits like vision and hearing services, covered bed holds, and caregiver transportation, etc.

The pilot's move forward will be in collaboration with the APD, AHCA and the federal government, which is reviewing the State of Florida's waiver request for the pilot. There will be adaptations to the current proposal with AHCA completing the final review with a determination of possible remediation. The first enrollment is anticipated to be between June and September 2024. The work is progressing on the enrollment process so that ILS will be ready to go upon receipt of the federal approval.

Rogers stated that stakeholders should expect improved consumer satisfaction in the pilot as there is a required annual satisfaction survey of consumers. He asked Task Force participants to comment if they know of another recommended instrument to the Consumer Assessment of Health Providers and Systems. He noted that AHCA may have another tool to use since they have one used in the LTC waiver.

Stakeholders should expect the pilot to have a good process for tracking managed care complaints, as AHCA requires this for the LTC waiver. AHCA has posted complaint reporting information in the past with the current LTC waivers so it should be available to consumers in the pilot. Rogers suggested that the comparative data would be helpful for stakeholders.

According to Rogers, as a managed care plan, there will be performance standards and compliance actions identified, with specific reference to network adequacy standards as well as specific metrics for contact centers. ILS/FCC is committed to a 1/18 case manager-to-clients ratio with time limits on services provided. The contractual time frame is to have a person enrolled and a care coordinator assigned within 1–2 days of enrollment and contact with the caregiver made day 3–5 and to be in the home to develop a plan by Day 5, with 180 days continuity of care assured.

In terms of expanded provider capacity, Rogers asked stakeholders to provide guidance on the types of providers who should be pursued during the pilot. The expectation is for there to be providers of quality of care across the entire array of services and that FCC will drive to improve the quality of care in the pilot for persons with I/DD. FCC has contracts with Home- and Community- Based Services' (HCBS) providers who are also iBudget waiver providers for skilled nursing, personal support, companion and respite services.

Two of the pilot subcontractors are CareStar (a case management and in-home service provider and online education and training programs) located in five states; and Partnership Solutions in New York that provides training for care providers of persons with I/DD. Rogers asked Task Force members to provide input on the training needs.

Question and Answer Period

Minutello stated that as a consumer there are significant differences between managed care and fee for service. She asked how they would incorporate the consumer into a person-centered care plan like CDC+. Rogers stated that CDC+ is not included in the pilot program but they have a model like that in the LTC program. He stated that individuals should have choices and the customer satisfaction survey will ask if the consumer is satisfied with their services.

Clibbon stated that Categories 1 and 2 on the waitlist have the most expensive needs on the waitlist and asked if there will be a representative sample in the pilot of all the categories, since it is a "first come, first serve" or if all the people will be from Category 5? Rogers asked Gormley to give legislative direction on this question. Gormley stated that the person would have to be in a pre-enrollment category. She stated that the plan will have the ability to meet high level needs, but there will not be a representative sample of the iBudget clients with a "first come, first serve" enrollment process. The enrollment process is still being worked on at AHCA. Gormley further stated that the pilot program will serve anyone at any level even if there is more demand than capacity.

Breen noted that APD will do the outreach for the enrollment and ILS will distribute the information. Rogers acknowledged the legislative requirements for the pilot and the enrollment process needs to be closely assessed by the evaluation.

Minutello asked if it is safe to assume that capitation rates will cover higher levels of care? Rogers responded that there is a difference with the iBudget, where a total is assigned to an individual, but managed care is population-based for its capitation rate. The agency works with actuarial companies based on data available. The challenge is matching it with the population. He stated that the Agency used a "risk corridor" with a limit on how much the managed care plan will get or lose – to balance the rates, but they are still working on it, and it must be approved by the Centers for Medicare and Medicaid. AHCA has constructed the rates so the provider can't gain or lose too much. The more data available, the more capable the model is to deliver the services that are needed. Gormley said that the iBudget must match the dollars

person by person. With the pilot, for persons with more needs, FCC will have to provide the needed services.

Goldman asked about the 43 home health agencies in the pilot area and the need for more. Rogers responded that ILS/FCC has a large pool of home health agencies that don't participate now in the iBudget and they are contracting with additional providers along with those who currently participate in the iBudget. He agreed that they have a limited pool now, but it will be expanded.

Clibbon raised the big problem of lack of mental health providers to serve the I/DD population and that it is hard to find providers. She also requested an update on dental services. Rogers responded that it is not clear what the coverage will be for dental services for the actuaries did not include dental services in the pilot. He agreed that there is a need for mental health services, and he is aware that there are pockets where some or most services are not available. It is an area where identification of providers and recruitment is key. Rogers stated that he would like to circle back with the stakeholders to discuss the providers and services needed and ways to increase providers and provider enrollment. For example, one of the concerns is that even large providers of community-based services are not doing vocational services. Rogers recommended a breakout group to further discuss behavioral health and dental services.

Zepp raised the concern of people who have been on the waiting list for years, with the example of her 30-year-old son, and how to know their standing with APD. How do they or their caregivers find out their status from having given up long ago? Nipper stressed anyone may contact APD and ask where they are on the waiting list. She reported that there are annual touchpoints, however anyone who needs to communicate regarding their status should call APD directly.

Goldman concluded the meeting with information on the next DD Council meeting planned for May where she will report to the full Council on the Task Force meeting.

The next Task Force meeting is scheduled for Tuesday July 16, 2024, 3:00 p.m.–5:00 p.m.

Goldman adjourned the meeting at 4:50 p.m.

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

Denise Anderson

503 NW 118th Way
Coral Springs, FL 33071

Cell:

Email: denise@scentsability.org

Christina Cordova

11320 Pickford St.
Spring Hill, FL 34609

Cell: (561) 236-9575

Email: tina@posability.life

Enrique Escallon

4371 SW 150 Ct
Miami, FL 33185

Cell: (305) 761-7205

Email: escallon@bellsouth.net

Sarah Goldman

3810 Buck Lake Rd. #B213
Tallahassee, FL 32317

Cell: (813) 892-9974

Email: sarah.goldman17@gmail.com

Elly Hagen

14280 Duke Hwy
Alva, FL 33920

Cell: (239) 994-3927

Email: elly@ellyhagen.com

Eddie Hall

10845 Country Haven Dr.
Lakeland, FL 33809

Cell: (863) 255-6422

Email: eddieamorkatty@yahoo.com

Dennis Hart, M.D.

1893 S. Ocean Dr., #205
Hallandale Beach, FL 33009

Cell: (941) 504-8076

Email: dehart@mhs.net

Yolanda Herrera

2186 NE 56 St, Apt 208
Ft. Lauderdale, FL 33308

Cell: (305) 773-5406

Home: (305) 556-4203

Email: yolyherrera@bellsouth.net

Arizona Jenkins

1017 E 24th Avenue
Tampa, FL 33605

Cell: (813) 494-0111

Email: ajenkins52@tampabay.rr.com

Danielle McGill

7905 Shore Bluff Court
Temple Terrace, FL 33637

Cell:

Email: dmcgill@empowerpwd.org

Carla Mercer

16186 Dowing Creek Dr.
Jacksonville, FL 32218

Cell: (904) 527-8709

Email: noblecmj@aol.com

Lauren Modawell

500 Inspiration Dr. Apt 530
Lakeland, FL 33805

Mailing Address

1370 Heritage Landings Drive
Lakeland, FL 33805

Cell: (678) 313-3081

Email: lemodawell@gmail.com

Michael Sayih

1119 NW 143 Avenue
Pembroke Pines, FL 33028

Cell: (305) 297-5328

Email: jim@specialcompass.org

Charlotte Temple

8233 Fort Caroline Road
Jacksonville, FL 32277

Mailing Address:

1050 North Davis Street
Jacksonville, FL 32209

Cell: (904) 358-1200

Email: cgctemple@comcast.net

Kali Wilson

2823 Wycombe Way
Palm Harbor FL 34685

Cell: (727) 244-9674

Email: kwilson.rn767@gmail.com

Victoria Zepp, DPL

President/CEO One Eighty Consulting
413 N. Meridian St.
Tallahassee, FL 32308
Office: (850) 412-0300
Cell: (850) 241-6309
Email: victoria@team180.com

Kimberly Quinn

Agency for Healthcare Administration
Bureau of Medicaid Policy
2727 Mahan Drive, MS20
Tallahassee, FL 32308
Work: (850) 412-4256
Email: kimberly.quinn@ahca.myflorida.com
Alternate: Ann Dalton
Work: (850) 412-4257
Email: ann.dalton@ahca.myflorida.com

Taylor Hatch

Agency for Persons with Disabilities
4030 Esplanade Way, Suite 380
Tallahassee, FL 32399-0700
Work: (850) 414-9247
Fax: (850) 414-7412
Email: taylor.hatch@apdcares.org
Secretary: Denise Godwin
Email: denise.godwin@apdcares.org
Alternate: Susan Nipper
Email: susan.nipper@apdcares.org
Assistant: Emily Oakley
Email: emily.oakley@apdcares.org
Work: (850) 414-8129

Caitlyn Clibbon

Disability Rights Florida
2473 Care Dr., Suite 200
Tallahassee, FL 32308
Work: (850) 488-9071
Email: caitlync@disabilityrightsflorida.org

Victoria Gaitanis

Division of Vocational Rehabilitation
Florida Department of Education
325 West Gaines St., Suite 1144
Tallahassee, FL 32300-0400
Work: (850) 245-3285
Email: victoria.gaitanis@vr.fldoe.org
Alternate: Johana Valdivieso
Work: (850) 245-3302
Email: johana.valdivieso@vr.fldoe.org

Beth Boone, PhD, BCBA

Florida Center for Inclusive Communities
University of South Florida, MHC 2113A
13301 Bruce B. Downs Blvd
Tampa, FL 33612
Work: (813) 974-4033
Fax: (813) 974-6115
Email: boone4@usf.edu

Jennifer Duggar

Department of Education
Bureau of Exceptional Ed. & Student Services
325 West Gaines St., Suite 614
Tallahassee, FL 32399
Work: (850) 245-0475
Email: Jennifer.duggar@fldoe.org

Kira Houge, Chief of Community & Support Services

Florida Department of Elder Affairs
4040 Esplanade Way
Tallahassee, FL 32399-7000
Work: (850) 414-2073
Email: hougek@elderaffairs.org

Andrea Gary

Florida Department of Health
Division of Children's Medical Services
4052 Bald Cypress Way, Bin A06
Tallahassee, FL 32399
Work: (850) 245-4738
Email: andrea.gary@flhealth.gov

Jean Sherman, Ed.D., RN

University of Miami Mailman Center (UCEDD)
Home Address:
2160 NW 140th Ave.
Pembroke Pines, FL 33028
Cell: (954) 707-1539
Email: jsherman@med.miami.edu

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Resource Members

Kevin Johnson

Laura Minutello

Broad Systems Change/Emerging Issues- AD HOC

2024 Meeting Schedule & Locations

FDDC Council Meeting

January 25-26, 2024

Florida Hotel & Conference Center
Orlando, FL

FDDC Council Meeting

May 16-17, 2024

Florida Hotel & Conference Center
Orlando, FL

FDDC Council Meeting

September 19-20, 2024

Florida Hotel & Conference Center
Orlando, FL