



September 19-20, 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](mailto:kristenc@fddc.org) or 850-488-4180

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

## **MEMORANDUM**

**TO:** Council Members

**FROM:** Valerie Breen, Executive Director

**RE:** Highlights to pay attention to in your Council book

**DATE:** September 6, 2024

**Cc:** FDDC staff

Hello Council Members,

Chair Hall and I look forward to seeing you at the Council meeting in September! Earlier this month you all received an e-mail announcing the changes in our Finance Department. We are fortunate that Monica Moye, FDDC's Chief of Operations and Contracts, has a background in this area and will be joining us at the meeting. Monica has taken the lead in overseeing and managing the fiscal and operational components of FDDC alongside Dr. Sue Kabot, Chief of Programs and Research and Valerie Breen, Executive Director.

We encourage you to attend all committee meetings on Thursday morning as an opportunity to learn. Even if you are not an assigned Committee Member with voting privileges, you may participate in discussion (unless you would have a conflict of interest in doing so).

If anyone needs the Council materials in Adobe Reader, we are happy to work with the member to ensure that you have it accessible on your device. Please contact Kristen Conlin at [kristenc@fddc.org](mailto:kristenc@fddc.org).

- **AGENDA AT A GLANCE** gives you an overview of locations and activities.
- **VOTING AND DISCUSSION CHECKLIST** to know what needs to be discussed/adopted. It will be reviewed at our Pre-Council meeting scheduled for Wednesday September 19<sup>th</sup> at 6:30 p.m. This is where new Council members (or veteran Council members) can join us to discuss materials, participate and be involved.
- **PUBLIC POLICY COMMITTEE:** Read the Power Point to get highlights on how the Council and staff determine our public policy agenda annually and address issues as they come up.
- **STATE PLAN COMMITTEE:** The majority of the reading is to familiarize yourself with the work of the Task Forces since our last Council meeting. Also, included is the project update. Although it is long, it is an excellent reference to update yourself on the various projects under our 5-year state plan and our progress-something you want to be familiar with as we start the new state planning process!

- **FINANCE COMMITTEE:** Review the expenses to date presented on the budget to actual and the 2025 proposed administrative budget, which will need to be approved. We will also be briefing the Finance Committee on what is in place for moving and managing the fiscal operations for the FDDC moving forward.
- **EXECUTIVE COMMITTEE:** The Executive Committee and Finance Committee members join for a brief period to review/adopt the complete organizational budget for 2025. In addition, members will be discussing various projects that the committee has been focusing on since our May Council meeting. Items noted in the agenda but not included in the book are items the Executive Committee is receiving under separate cover for their review prior to the meeting.
- **FULL COUNCIL MEETING:** As part of the Executive Director report, this time I will be facilitating a 30-minute input session with Council members to determine a consensus on what things the Council wants staff to be actively involved in, continue to monitor but not be actively involved in, and/or not participate in. It will be based on the subjects I cover in my report to you all and will be a supplemental Power Point provided at the meeting. We included the Council's Managed Care Task Force minutes in this section of your book so you can get up to speed with what the Task Force is doing. Also, the Council hired, through our competitive bid process, WellFlorida Council, Inc. to conduct our Comprehensive Review and Analysis for our next 5-year state plan. He will be joining us during our two-day Council activities to get to know all of you and will be co-presenting with Dr. Kabot on day two of our meeting.
- **BRING YOUR CALENDARS:** We will be reviewing the 2025 dates for our Council meetings and DD Day. Also, be prepared to share any events or activities you want Council members to know about.
- **BE PREPARED TO PROVIDE FEEDBACK ON YOUR COUNCIL EXPERIENCE:** Chair Hall will be asking at the end of each day for your feedback on anything for us to consider to maintain and/or improve our processes.

**1**

**Public Policy  
Committee**

**2**

**State Plan  
Committee**

**3**

**Finance  
Committee**

**4**

**Executive  
Committee**

**5**

**Full Council**



**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

**AGENDA AT A GLANCE**

**Committees & Council Meeting Schedule**

**Wednesday September 18, Thursday September 19 & Friday September 20, 2024**

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**Florida Hotel and Conference Center**

**1500 Sand Lake Road**

**Orlando, Florida 32809**

**(407) 859-1500**

**OUR MISSION**

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**PRE-MEETING SCHEDULE**

**ROOM FORUM EAST 4- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

**Wednesday September 18th**

<b>6:30 p.m.-7:30 p.m.</b>	<b>Preparing for Your Full Participation</b> <i>What really matters from the Council book for you?</i>	<i>All members welcome Feel free to bring dinner to the meeting</i>
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**COMMITTEE MEETING SCHEDULE**

**ROOM- LEGACY NORTH BALLROOM- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

**Thursday September 19th**

<b>9:00 a.m.-10:00 a.m.</b>	<b>Public Policy Committee</b>	<i>Sarah Goldman, Chair</i>
<b>10:15 a.m.-11:15 a.m.</b>	<b>State Plan Committee</b>	<i>Jean Sherman, Chair</i>
<b>11:30 a.m.-12:15 p.m.</b>	<b>Finance Committee</b>	<i>Dennis Hart, Chair</i>
<b>12:30 p.m.-1:30 p.m.</b>	<b>Finance/Executive Committee</b>	<i>Eddie Hall, Chair</i>
<b>12:00p.m.-1:30 p.m.</b>	<b>Working Lunch</b>	<i>All Council Members</i>

**1<sup>st</sup> DAY FULL COUNCIL MEETING SCHEDULE**

**ROOM- LEGACY NORTH BALLROOM- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

<b>2:00 p.m.</b>	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>2:15 p.m.</b>	<b>Approval of May Minutes</b>	<i>Eddie Hall, Chair</i>
<b>2:15 p.m.-2:30 p.m.</b>	<b>Chair/Vice Chair Report</b>	<i>Eddie Hall, Chair</i>
<b>2:30 p.m.-3:00 p.m.</b>	<b>Executive Director Report</b>	<i>Valerie Breen, Ex. Dir.</i>
<b>3:00 p.m.-3:15 p.m.</b>	<b>Break</b>	

<b>3:15 p.m.-3:45 p.m.</b>	<b>Stakeholder Task Force on Managed Care Report</b>	<i>Sarah Goldman, Chair</i>
<b>3:45 p.m.-4:45 p.m.</b>	<b>Legislative Platform for 2025</b>	<i>Sarah Goldman, Chair</i>
<b>4:45 p.m.</b>	<b>Public Comment</b>	<i>Margaret Hooper, Staff</i> <i>Eddie Hall, Chair</i>
<b>5:00 p.m.</b>	<b>Meeting Adjourned</b>	<i>Dinner on your own</i>

## **2<sup>nd</sup> DAY FULL COUNCIL MEETING SCHEDULE**

**ROOM- LEGACY NORTH BALLROOM- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

### **Friday September 20th**

<b>9:00 a.m.</b>	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>9:00 a.m.-10:15 a.m.</b>	<b>New State Plan- Next Steps</b> <i>Season 1/Episode 2: Understanding the Process</i>	<i>Sue Kabot, Chief of Programs</i> <i>Jeff Feller, CEO</i> <i>WellFlorida Council, Inc.</i>
<b>10:15 a.m.-10:45 a.m.</b>	<b>Break/Check Out</b>	<i>Eddie Hall, Chair</i>
<b>10:45 a.m.-12:30 p.m.</b>	<b>State &amp; Sister Agency Reports</b> <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>
<b>11:30 a.m.-12:30 p.m.</b>	<b>Working Lunch</b>	<i>All Council Members</i>
<b>12:30 p.m.-1:00 p.m.</b>	<b>Committee Reports</b> <i>Public Policy Committee**</i> <i>State Plan Committee **</i> <i>Finance Committee **</i> <i>Executive Committee **</i>	<i>Sarah Goldman, Chair</i> <i>Jean Sherman, Chair</i> <i>Dennis Hart, Chair</i> <i>Eddie Hall, Chair</i>
<b>1:00 p.m.</b>	<b>Mark Your Calendar</b> <i>Next Council Meeting</i>	
<b>1:00 p.m.</b>	<b>Public Comment/Adjourn</b>	<i>Eddie Hall, Chair</i>



**PUBLIC POLICY COMMITTEE MEETING**  
**9:00 a.m. Thursday, September 19, 2024**  
**Orlando, Florida**

**OUR MISSION**

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

**AGENDA**

<b>9:00 a.m.</b>	<b>Call to Order</b>	<i>Sarah Goldman, Chair</i>
<b>9:05 a.m.– 9:10 a.m.</b>	<b>Welcome &amp; Introductions</b>	<i>Sarah Goldman, Chair</i>
<b>9:10 a.m.–9:30 a.m.</b>	<b>Approval of Legislative Platform**</b> <i>Our Care Matters</i>	<i>Margaret J. Hooper, Staff</i> <i>Sarah Goldman, Chair</i>
<b>9:30 a.m.–9:45 a.m.</b>	<b>Other Legislative Priorities**</b> <ul style="list-style-type: none"> <li>• <b>Transportation for individuals with I/DD</b></li> <li>• <b>Dental services for individuals with I/DD</b></li> <li>• <b>Budget concerns (e.g., pre-enrollment list)</b></li> </ul>	<i>Sarah Goldman, Chair</i> <i>Margaret J. Hooper, Staff</i>
<b>9:45 a.m.–9:55 a.m.</b>	<b>Awards for Legislators**</b>	<i>Margaret J. Hooper, Staff</i>
<b>9:55 a.m.–10:00 a.m.</b>	<b>Public Comment</b>	<i>Sarah Goldman, Chair</i>
<b>10:00 a.m.</b>	<b>Meeting Adjourned</b>	<i>Sarah Goldman, Chair</i>

**\*\* Items that require vote**

# Our Care Matters

## Florida Developmental Disabilities Council Legislative Platform 2025

### DRAFT

The Florida Developmental Disabilities Council (FDDC) has the primary mission of increasing the capacity of individuals with intellectual and developmental disabilities(I/DD) to be included in their communities. Our Council members are appointed by the Governor, and they oversee the implementation of the Council's 5-Year State Plan.

This year, the FDDC will illustrate the importance of supporting people with I/DD and their families through a powerful video series, **Our Care Matters**, which provides real stories that deepen understanding and empathy to encourage meaningful change.

The Council's three central priorities for this year's platform emerged from national and statewide data for the State Plan, which includes input from people with I/DD, their families, and the people who support them.

#### **1) Access to Services**

The Council wants to connect Florida's individuals with I/DD and their families to services and resources. FDDC is dedicated to addressing the confusion created by multiple, existing informationand resource platforms and directories.

In addition to being able to find resources, the Council wants people to choose from a variety of services that are truly available.

- **The Council recommends centralized and coordinated resource information systems for individuals with I/DD and their families.**
- **The Council is committed to encouraging systems to maintain the most up-to-date information.**

#### **2) Home- and Community-Based Services Delivery Systems**

Medicaid home- and community-based services allow individuals with I/DD and their families to receive the resources and supports needed to live outside of an institution and in a community setting of their choice. As an individual's needs change over time, understanding living options is critical to ensure that the most appropriate living environment is chosen.

- **The Council recommends both case management and service delivery systems that have quality measures and standards that families and organizations can use. This is particularly important as the state pilots a for-profit managed care model to serve individuals with I/DD.**

- **The Council recommends maintaining Florida’s Consumer Directed Care waivers that allow more flexibility to choose service providers at a lower cost to the state. This waiver is particularly helpful in rural communities where service options are limited.**

Many individuals with I/DD who receive state home- and community-based waiver services must have access to all required services, with an emphasis on personal support and behavioral services to maintain a safe quality of life. The Council will continue to encourage the development of a robust and stable provider workforce.

Individuals with I/DD with a **dual diagnosis** (i.e., developmental disability and mental health condition) are being placed in unnecessarily restrictive settings like emergency rooms, institutions, and inpatient hospital programs.

- **The Council recommends effective practices for individuals with I/DD with significant behavioral challenges to address individuals with a dual diagnosis being placed in more restrictive settings. The Agency for Persons with Disabilities is piloting the addition of personnel with expertise in developmental disabilities to mobile crisis teams that have a good chance of stabilizing individuals with I/DD, who are having a mental health crisis, in their home.**

### **3) Aging Caregivers**

A large percentage of people aging with I/DD in Florida live at home with family members, who are also aging. Compared to other states, Florida has the highest percentage of people on a waiting list for Medicaid home- and community-based waiver services. Caring for a person at home impacts the entire family. Aging caregivers, an aging population of adults with I/DD, and a significant shortfall of long-term care funding, both individually and collectively, are of imminent concern for individuals with I/DD and family caregivers.

- **The Council recommends a sustainable partnership between developmental disability and aging networks. This collaboration will create a system of care that is both sensitive to and available for both caregivers and individuals with an I/DD who are growing older.**

Public Policy and Advocacy  
Committee Meeting  
9/19/2024



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Welcome and Introductions



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**FDDC Success Indicators**

- Increasing level of appropriations for federal/state I/DD programs.
- Protecting and strengthening Council-approved policies and values regarding including individuals with I/DD into their community.
- Mobilizing cooperation and action of I/DD stakeholders.



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### FDDC Strategies

- Expand FDDC as a resource for decision-makers.
- Provide resources to groups, families and self-advocates to help them meet their policy goals.
- Educate families and self-advocates on FDDC legislative priorities.



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### Priority Levels

**Priority Level 1**  
FDDC takes the lead

**Priority Level 2**  
FDDC works with a coalition or partner(s) who take the lead

**Priority Level 3**  
FDDC monitors issues and engages only where there is critical need, strong Council support or our leadership is necessary



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### Setting Priorities

**Viability**-Will the legislature act?

**Strong Council and Public Policy Committee interest**

**Critical and emerging need**- "All hands on deck"

**Our unique voice**-Does the FDDC have a distinct interest or position from other disability groups?



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**Approval of the Legislative Platform**

**1) Access to Services**

The Council wants to connect Florida’s individuals with I/DD and their families to services and resources. FDDC is dedicated to addressing the confusion created by multiple, existing information and resource platforms and directories.

**a) The Council recommends centralized and coordinated resource information systems for individuals with I/DD and their families.**

**b) The Council is committed to encouraging systems to maintain the most up-to-date information.**



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**Approval of the Legislative Platform**

**2) Home-and Community-Based Services Delivery Systems**

Medicaid home- and community-based services allow individuals with I/DD and their families to receive the resources and supports needed to live outside of an institution and in a community setting of their choice.

**a) The Council recommends both case management and service delivery systems that have quality measures and standards that families and organizations can use. This is particularly important as the state pilots a for-profit managed care model to serve individuals with I/DD.**



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**Approval of the Legislative Platform**

**b) The Council recommends maintaining Florida’s Consumer Directed Care waivers that allow more flexibility to choose service providers at a lower cost to the state. This waiver is particularly helpful in rural communities where service options are limited.**

**c) The Council recommends effective practices for individuals with I/DD with significant behavioral challenges to address individuals with a dual diagnosis being placed in more restrictive settings. The Agency for Persons with Disabilities is piloting the addition of personnel with expertise in developmental disabilities to mobile crisis teams that have a good chance of stabilizing individuals with I/DD, who are having a mental health crisis, in their home.**



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### Approval of the Legislative Platform

#### 3) Aging Caregivers

A large percentage of people aging with I/DD in Florida live at home with family members, who are also aging. Compared to other states, Florida has the highest percentage of people on a waiting list for Medicaid home- and community-based waiver services. Caring for a person at home impacts the entire family. Aging caregivers, an aging population of adults with I/DD, and a significant shortfall of long-term care funding, both individually and collectively, are of imminent concern for individuals with I/DD and family caregivers.

**a) The Council recommends a sustainable partnership between developmental disability and aging networks. This collaboration will create a system of care that is both sensitive to and available for both caregivers and individuals with an I/DD who are growing older.**



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### Other Legislative Considerations

- **Transportation services for individuals with I/DD**-the Council recommends voucher programs for door-to-door transportation services.
- **The Council recommends affordable and accessible dental services for individuals with I/DD.**
- **Budget items:** pre-enrollment list



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### Other Legislative Considerations

## Discussion



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Other Committee Business

- Legislative Awards
- Public Comment
- Adjournment



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**Florida Developmental Disabilities Council, Inc.**

**STATE PLAN COMMITTEE MEETING**

**AGENDA**

**Thursday September 19, 2024**

**10:15 a.m.-11:15 a.m.**

**ROOM- LEGACY NORTH BALLROOM- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

**OUR MISSION**

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<b>10:15 a.m.</b>	<b>Call to Order and Roll Call</b>	<i>Dr. Jean Sherman, Chair</i>
<b>10:20 a.m.</b>	<b>Approval of Minutes</b> <i>(A) Minutes from 05/16/24**</i>	<i>Dr. Jean Sherman, Chair</i>
<b>10:25 a.m. – 10:35 a.m.</b>	<b>Updates on Contracts &amp; Bids</b> <b>No Cost Extension Request</b>	<i>Dr. Sue Kabot, Chief of Programs and Research</i> <i>Dr. Jean Sherman, Chair</i>
<b>10:35 a.m. – 10:40 a.m.</b>	<b>Program Updates</b> <b>A. Review Minutes</b>	<i>Dr. Sue Kabot, Chief of Programs and Research</i>
	<b>Access to Services</b> <ul style="list-style-type: none"><li>○ <i>Approved 3/14/24 Minutes</i></li><li>○ <i>Draft 4/18/24</i></li></ul>	
	<b>Home- and Community-Based Services (HCBS)</b> <ul style="list-style-type: none"><li>○ <i>Approved 4/17/24 Minutes</i></li><li>○ <i>Draft 8/13/24</i></li></ul>	
	<b>Aging Caregivers</b> <ul style="list-style-type: none"><li>○ <i>Approved 4/2/24 Minutes</i></li><li>○ <i>Draft 8/9/24</i></li></ul>	
	<b>Self-Advocacy Leadership</b> <ul style="list-style-type: none"><li>○ <i>Approved 03/27/24 Minutes</i></li><li>○ <i>Draft 7/24/24 Minutes</i></li></ul>	
	<b>B. Review State Plan Highlights</b> <ul style="list-style-type: none"><li>○ <i>State Plan Project Updates</i></li></ul>	
	<b>C. Plan for Review of Goals/Objectives/Key Activities for State Plan Continuation</b>	
<b>10:40 a.m. – 11:10 a.m.</b>	<b>Project Poster Fair</b>	
<b>11:10 a.m. – 11:15 a.m.</b>	<b>Public Comment/Meeting Adjourned</b>	<i>Dr. Jean Sherman, Chair</i>

*\*\* Requires vote*

## State Plan Committee Meeting

Minutes, May 16, 2024

### Roll Call:

#### *State Plan Committee Members Present:*

Dr. Jean Sherman (Committee Chair)

Beth Boone

Elly Hagen

Dr. Dennis Hart

Danielle McGill

Carla Mercer

Kali Wilson

Yolanda Herrera

#### *Absent State Plan Committee Members:*

Sarah Goldman

#### *Non-State-Plan Committee Council Members Present:*

Eddie Hall

Lauren Modawell

Enrique Escallon

Michael Sayih

Tina Cordova

Caitlin Clibbin

Arizona Jenkins

#### *Other Guests:*

Michael Winn

#### *Staff Present:*

Valerie Breen

Dr. Sue Kabot

Kristin Vandagriff

Lisa Taylor

Margaret Hooper

Kristen Conlin

9:00 a.m.

Call to Order

Dr. Sherman called the meeting to order at 9:06am.

Dr. Kabot conducted the roll call to establish quorum with all but one committee member being noted as present.

Dr. Sherman welcomed and thanked everyone for attending. She also reminded everyone that only State Plan Committee members are allowed to vote on any voting items and noted that other Council members participating in our meeting may engage in discussion but cannot vote. Dr. Sherman stated that if there are any members of the public in attendance, they must wait until the Public Comment time towards the end of the meeting to share your comments. Dr. Sherman referred members to the blue section of their Council binders beginning with the agenda on page 4.

9:06 a.m.

Approval of Minutes

Dr. Jean Sherman, Chair

(A) Minutes from 01/25/24\*\*

Dr. Sherman reviewed the January 25, 2024 State Plan Committee meeting minutes on pages 5–8. It was noted as item A on the agenda.

Motion to accept the minutes was brought forth by Elly Hagen.

A second was made by Dr. Dennis Hart.

No discussion occurred but was offered.

During motion voting, all committee members answered in the affirmative. The motion was carried, with the minutes approved.

9:07 a.m. – 9:15 a.m. Update on IFPs/Sole Source/Bids    Dr. Sue Kabot, Chief of Programs and Research

Dr. Sherman noted that Dr. Kabot would provide a brief update on the status of IFPs/Sole Source Solicitations/Bids since our last meeting. It was reported that the contract with the University of Illinois Chicago is now executed. It was reported that Monday a bid will be released for the Comprehensive Review and Analysis with more discussion covered tomorrow. A contract amendment was also approved for a Mathematica contract for a 6-month extension of work (Researching Provider Solutions).

9:15 a.m.-10:00 a.m. Review Years 4 and 5 Program/Budget    Dr. Jean Sherman, Chair

Dr. Sherman reminded the committee that approved and draft minutes have been included in the Council book as information from all Task Forces on pages 9–23. It was also reported that an updated document on State Plan Projects can be found in the binder on pages 24–45. This document, referenced as item B on the agenda, provides information on each project's work that occurred between our January and May meetings. Dr. Sherman introduced Dr. Kabot's presentation that reviewed each project starting with the current State Plan Year 3 initiatives. It was asked that questions be held until the end of this presentation due to the amount of material to cover in a brief period of time this morning. Dr. Kabot highlighted FDDC Year 3 project efforts and then covered Year 4 and

Year 5 plans discussing the amount of money which has been requested for them in both respective years.

Year 3 highlights included discussion of:

**Goal 1:** Access to Services projects are targeted to ultimately have an information system to meet individual and family needs for services and supports throughout the lifecycle. It was reported that journey maps and personas are being developed by Mathematica, based on the research conducted by NADD. An image of a journey map was shared to demonstrate how this process will best serve project needs. Additionally, an image of a persona was also shared with examples given of a persona of a young child and an older child to demonstrate the development of personas with different issues that they are experiencing, which will influence how the information system will be set up.

**Goal 2:** Home- and Community-Based Services aims to improve services so that individuals with I/DD can remain in their homes and communities to receive the services that will provide quality of life. It was reported that three projects seek to create and provide training (Dual Diagnosis, Behavior Therapist Shortage, First Responder), two projects create instruments (Case Management and Measuring Service Quality), and one project is focused on research (Researching Provider Solutions).

**Goal 3:** Aging Caregivers seeks to increase collaboration between the DD and aging networks to serve aging caregivers and their children with I/DD more efficiently and effectively. This work includes 15 communities of practice which support representatives from both the I/DD and aging networks to learn about each other's services and supports. Additionally, a research project was funded to identify the elements that allow aging caregivers to thrive. This project concludes in Year 4.

**Goal 4:** Self-Advocacy and Leadership is a federally required work area each year. This work must establish or strengthen a program funding the statewide self-advocacy organization, supporting opportunities for those with I/DD who are considered leaders, support and expand participation of individuals with I/DD in cross-disability and culturally diverse leadership coalitions. It was reported that the FL SAND Fellows leadership program is preparing four new Fellows each year to develop leadership skills. The Partners in Policymaking (PIP) annual class offers a six-session program to train family members and self-advocates annually. Alumni of PIP are supported in their advocacy and systems change efforts. Additionally, an alternate curriculum is in the development stage for PIP to ensure a more accessible curriculum for individuals with I/DD with a 2nd-3rd grade reading level or below.

**Goal 5:** Broad Systems Change/Emerging Needs targets addressing issues that arise that are not part of the current state plan and also allows FDDC to complete an activity that was started but not completed in the past state plan. Additionally, it provides an opportunity for FDDC to respond in a timely matter to an emergency issue. FDDC always has set aside funds in programmatic reserve to support this goal should an urgent situation arise. Currently, FDDC is primarily monitoring past projects for sustainability efforts.

A list of projects carried over from the past state plan was shown. It was noted that most were only funded in Years 1 and 2. It was reported that Postsecondary Models and Adult Project SEARCH were funded in Year 3 and Aging Caregivers projects are currently funded.

Years 4 and 5:

Dr. Kabot denoted that committee members have the core task today to review and approve the update to the State Plan budget for Years 4 and 5. It was noted that this update must be submitted federally by August 15, 2024. It was also denoted that the planning process for the 2017-2021 State Plan will begin before the next Council meeting. As noted earlier, there will be a bid released with a maximum of \$200,000 for a provider to complete the Comprehensive Review and Analysis that will serve as the basis of the next 5-Year State Plan. Bids are due to FDDC by June 19, 2024, and work will begin August 1, 2024. Greater discussion was noted to be slotted for the next day. Goals 1, 2, 3, 4, and 5 project titles and their corresponding Year 4 and Year 5 funding allocations were each covered through a chart format.

Advocacy and Communications were described by Dr. Kabot and noted to include State Plan Goal-related funding, Spanish and Easy Read translation, public policy, and communications.

Pages 46–58, Budget Narrative, were referenced as the more detailed listing of all areas within the Council book. It was also noted to show what has been allocated both in the past as well as projected future allocations. Pages 59–60 also include another format with the same information using a spreadsheet format.

Dr. Kabot opened the floor for committee member questions and discussion.

Enrique Escallon asked a question regarding carryover projects from the past state plan, asking what the sustainability efforts entailed after FDDC funding ended. He also asked for elaboration regarding the merged Mathmatica projects. Dr. Kabot denoted that the Mathmatica projects remain three separate projects, with three budgets being merged into one total budget to comprise one contract; however, the work plans are all separate. With respect to sustainability, this was noted to be an area continuing to be worked on with many circumstances outside of FDDC control. Examples of Adult Project SEARCH, trainings, and a past Robert Morgan program were discussed related to sustainability. Danielle McGill asked if any projects focused on the timeframe after college within adulthood as it doesn't seem like there's a lot offered after Age 30. Dr. Kabot denoted that Goal 1 regarding access to services, will go through seven different life cycle stages and will be gathering resources that are available. It was noted that the CRA process will explore gaps in services.

Arizona Jenkins noted the need for improving understanding of serving students with disabilities for school resource officers from his experiences in volunteering at schools.

Regarding aging caregivers, Arizona asked once they go through the training, will they be able to hold a summit. Dr. Kabot denoted that education is not a specific goal within this current state plan; however, education has been a goal in the past and spoke of universal design and Project SEARCH as past educational programs. It was noted that education was embedded in Access to Services efforts. It was reported that education did not rise to the top level based on the data and input conducted to form the current state plan. Dr. Kabot denoted that the aging summit is just in the beginning stages of being planned for aging caregivers. Director Breen clarified a point regarding Adult Project SEARCH. The Council invested nearly \$2 million dollars to apply the youth model to adults. There were some successes. Issues included Respect of Florida's inability to lobby for legislative funding while receiving funding by FDDC. FDDC has since ended funding, and Respect of Florida has continued to push this model and seek funding. Zoo Tampa is continuing to support the project. Changing agency infrastructure to support Adult Project SEARCH was a core challenge to its sustainability.

Yolanda Herrera commended Project SEARCH FDDC efforts. She noted that many times those with the most significant disabilities are not fully served. She reminded members that it is critical to not forget this subgroup of the population of people with I/DD.

Tina Cordova asked if there is any room in the budget to sustain projects and if there is an opportunity to lobby or ask the State for more funding to support projects. Dr. Kabot noted having made suggestions regarding grant opportunities which might enable sustainability. Margaret Hooper noted that there is likely more work FDDC can do regarding sustainability. Council members were reminded that FDDC is not meant to provide direct services. Margaret also commented on Arizona's education question. Changes have occurred in Florida regarding voucher programs and navigation between public, private, and charter programs. Dr. Kabot denoted that exploring legislative and policy solutions to sustain FDDC work is continuing with Margaret Hooper supporting this effort. Beth Boone echoed Arizona's comments and concerns as valid and saw Goal 1 and 2 efforts as potentially supporting those concerns. Lauren Modewell noted that for people with disabilities, there are not many extracurricular activities after high school. Executive Director Breen noted that APD is looking at the private-public model regarding funding investment.

The APD Cooperative Agreement regarding FDDC in-kind match was discussed. Clarification that any money drawn in must be used as match. Lisa Taylor confirmed that APD match funding is state general revenue dollars in the way of \$2.5 million. Related to Goal 3 on page 59, Dr. Sherman asked what the aging caregivers roadmap initiative is. Dr. Kabot denoted that this represents Margaret Lynn's funding. Director Breen denoted that this should be corrected and is a typo and Lisa Taylor denoted that she will make the change and denote it as the AGEDD project.



10:00 a.m. – 10:55 a.m. Approval of Program Budget with Revisions \*\*  
Dr. Jean Sherman, Chair

Updated 5-Year State Plan Program Budget  
Sue Kabot, Chief of Programs and Research; Lisa Taylor, CFO

Dr. Sherman moved the committee to review and approve the updated Years 4 and 5 State Plan Program budgets.

Dr. Dennis Hart made a motion to approve the Updated Years 4 and 5 State Plan budget as presented with corrections denoted in the discussion.

Kali Wilson seconded the motion.

Discussion was offered; however, none occurred.

All committee members voted in favor. The motion carried and the State Plan Budgets for Years 4 and 5 were approved.

10:55 a.m. – 11:00 a.m. Public Comment/Meeting Adjourned Dr. Jean Sherman, Chair

Dr. Sherman opened the floor for public comment. No members of the public made comments.

Without any further items to discuss the meeting was adjourned at 10:51am.

**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 an 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.*

**APPROVED April 18, 2024**

**Florida Developmental Disabilities Council, Inc.**

**Access to Services Task Force/ ASK Steering Committee**

**Minutes**

**April 18, 2024**

**Present:** Elly Hagen, Chair, Caitlyn Clibbon, Carla Mercer, Victoria Zepp, Mirna Diaz, Natalie Jean on behalf of APD

**Absent:** Dennis Hart, Beth Boone, Denise Anderson, Jennifer Duggar, Charlotte Temple, Kali Wilson

**Steering Committee:** Daniel Armstrong, Jordan

**NADD Staff:** Jeanne Farr, Kristin McGill, Ray Snyder, Stacie Rivera, Josephine Resto

**Staff:** Jamie Mayersohn

Meeting was called to order at 12:35 p.m.

**I. Welcome**

McGill welcomed everyone and facilitated introductions.

Mayersohn announced that the FDDC Access to Services Task Force meetings were, for the time being, going to be held in conjunction with the NADD ASK Steering Committee meetings in order to make the most efficient use of everyone's time. Task Force business

**II. Approval of minutes from March 14, 2024 Task Force Meeting**

Mayersohn asked that only Task Force members participate in the review and approval of minutes. Zepp moved to approved, seconded by Hagen. Unanimously approved.

**III. Update on Access to Services through Knowledge Research Project**

Mayersohn announced that a contract had been entered into with Mathematica, Inc. for the creation of journey maps and personas. The first joint, NADD /Mathematica meeting will be held on Friday, April 26, 2024.

McGill and Farr discussed the status of Year 2 research and plans for recruiting participants.

*Meeting was adjourned at 1:00 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.



**Home- and Community-Based Services  
Task Force Meeting, August 13, 2024, 3:00-4:30 pm  
Minutes**

**3:00 pm      Call to Order**

Dennis Hart called the meeting to order. He welcomed the members of the Home- and Community-Based Task Force. Sue introduced Dr. Chris Reeve, a new FDDC Program Director who will be responsible for the Addressing the Behavior Therapist Shortage project. Chris provided some info on her background as a professional and sibling of someone with a developmental disability and mental health issues.

Sue then took the roll call. All members and staff introduced themselves.

**Roll Call**

<i>Kali Wilson</i>	Absent
<i>Dennis Hart</i>	Present
<i>Denise Anderson</i>	Present
<i>Tina Cordova</i>	Present
<i>Andrea Gary</i>	Present (late)
<i>Arizona Jenkins</i>	Absent
<i>Susan Nipper</i>	Present
<i>Jean Sherman</i>	Present

**3:05 pm      \*\*Approval of April 17, 2024 Minutes**

Tina Cordova made a motion to approve the minutes from the April 17, 2024 and Jean Sherman seconded them.

**3:10 pm      Project Updates:**

*Sue Kabot and Chris  
Reeve*

Sue and Chris provided up-to-date progress reports of the key activities (i.e., projects) that fall under the purview of the Home- and Community-Based Services Task Force. Sue provided information about all of the projects except the Behavior Therapist Shortage project, with an

eye to the 2024 end point and a view of the 2025 work. Chris spoke about the Behavior Therapist Shortage project.

Projects discussed are listed below:

- Best Practices in Case Management, Mathematica, Inc.
- Researching Provider Solutions, Mathematica, Inc.
- Measuring Service Quality, Mathematica, Inc.
- Addressing the Behavior Therapist Shortage, University of Florida
- Dual Diagnosis Training, National Association for the Dually Diagnosed
- Training First Responders, Florida Atlantic University
- Comprehensive Review and Analysis

There was a robust discussion about the work being conducted. One concern addressed was the type of information that would be provided to individuals with I/DD and family members regarding the results of the Case Management/Support Coordinator instruments. Mathematica is working on a next steps narrative regarding this, which will be shared with the Task Force. The suggestion to train the case managers/support coordinators so they view the toolkit as constructive as opposed to threatening or punitive.

During the discussion of the Researching Provider Solutions, the information about some states paying family members to provide care was brought up. Barriers that included families losing income when a person was admitted to a hospital for longer than a certain amount of time or when the family member was no longer able to provide care was discussed. Susan Nipper provided support to the family members losing income, not necessarily to the hospitalization issue that was brought up. When the results of the legislative scan are submitted to the FDDC, we will review to see how or if that issue is addressed.

One issue that was brought up by Tina Cordova was the lack of information provided to Council members to some of the activities such as training for them to attend or share with others. That will be discussed during the Program Department meeting August 14. It was also suggested that if anyone on the Task Force wants to serve on a project advisory committee to let Sue know and she would arrange it.

The group was also advised that during the next HCBS Task Force meeting, projects would be reviewed and recommendations would be made to the provider conducting the Comprehensive Review and Analysis regarding key activities that would likely need to be continued into the next state plan because goals would not be met by the end of this plan. It was also shared that during the January 2025 Council meeting, focus groups would be held by WellFlorida for Council members to help with the identification of gaps in services being provided to individuals with IDD and family members.



**4:20 pm      Public Input**

There were no members of the public or Council members not assigned to this Task Force in attendance so there was no public input.

**4:30 pm      Adjournment**

The group agreed that the next meeting would be held in the middle of November and were reminded about the September 19-20 Council meeting in Orlando. The meeting was adjourned at 4:20.

DRAFT

**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 provided 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 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

## **Aging Caregiver Task Force/State Alliance Team Minutes**

**August 9, 2024**

**2:30-4:00 via Zoom**

**Present:** Yolanda Herrera, Carla Mercer, Jean Sherman, Kira Houge, Damian Gregory, Elly Hagen, Lauren Modawell, Kira Houge and Dèan Gregory-Stewart,

**Absent:** Michael Sayih, Victoria Zepp, Danielle McGill, Mary Jo McKay, Arizona Jenkins, and Susan Nipper

**Guests:** Margaret Lynn Duggar, Sumithra Murthy, Abby Schindler, Hope Sparks, and Meagen Owens

**Staff:** Jan Pearce

**The meeting was called to order at 2:35 pm by the Chair, Yolanda Herrera.**

1. The Chair welcomed all the members and guests. Each person introduced themselves and shared their relationship with the group.
2. Yolanda requested approval of Minutes from the April 2, 2024, Task Force meeting. The minutes were reviewed. Lauren made a motion to approve the minutes as presented. Damien seconded the motion, and the minutes were unanimously approved.

Program Updates:

3. Sumithra Murthy provided the following updates on Year 2 of the Strive to Thrive Project. They are just ending the first quarter of the new contract.
  - She briefly reviewed the progress from Year 1 of the contract.
  - Abby and Hope shared their focus group work at Family Café. They had meetings with individuals with I/DD and separate meetings with family caregivers of individuals with I/DD. They are still analyzing the data and will provide a report at the next meeting. An interesting observation was that when discussing what helped individuals with I/DD and Aging Caregivers, multiple responses indicated that what helps my family thrive is what makes me thrive. The caregivers suggested that what helped them thrive was that their family members had the support they needed.
  - Final survey and Spanish translated materials have been turned into the Institutional Review Board for approval. Once approved, 300 surveys will be distributed to caregivers across the state, and the final focus group will be scheduled.
  - The Task Force engaged in a conversation regarding the need for one remaining Focus group. The recommendation from the group was to host one in Miami for Spanish-speaking individuals. Damien, Yolanda, and staff from UIC will have a separate meeting to discuss the location selection, the best times, and the need for a Spanish translator to read the prepared scripts.

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, 19 counties participate in the various Communities of Practice (CoP).
  - 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. Jacksonville ARC is going to share new training materials they have developed.

Damien and several other members shared a concern that although this work is occurring, there is still an issue with the Aging Disability Resource Center (ADRC) not feeling the responsibility to the D in their name. Jean and Margaret Lynn provided some background information on this topic.

Valerie shared some positive feedback from her involvement in the Aging Conference. She had the opportunity to meet many CoP members from around the state. She was impressed with their enthusiasm and their feedback on the project. Valerie also had the opportunity to present our project to the Florida Council on Aging, Board of Trustees.

5. The Chair opened the floor for public input but, receiving none, adjourned the meeting at 4:08 PM.

## **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 twenty-one participants graduated in February of 2024; four self-advocates and seventeen 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 7-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 intellectually/developmental disability at a 2<sup>nd</sup>-3<sup>rd</sup> 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.

Minutes approved 07/24/2024.

## **Florida Developmental Disabilities Council, Inc.**

### **Self-Advocacy Leadership Task Force**

#### **Minutes**

**07/24/2024**

**Present:** Danielle McGill, Chair; Mirna Diaz; Enrique Escallon; Yolanda Herrera, Eddie Hall; Lauren Modawell.

**Not Present:** Sarah Goldman, Co-Chair.

**Staff:** Kristin Vandagriff.

**Guests:** Margaret Hooper (FDDC)

The meeting was called to order by Council Chair Hall at 3:08 pm.

Due to Task Force Chair, Danielle McGill, having a conflict for the beginning of the meeting, task force member and Council Chair, Eddie Hall, called the meeting to order. He welcomed task force members and guests and instructed staff to conduct roll call. He also reminded attendees that the meeting was being recorded and that the task force follows Florida Sunshine rules. The March 27, 2024, task force meeting minutes were adopted as presented with Lauren Modawell making the motion, Yolanda Herrera making the second, and members answering in the affirmative. Chair Hall directed staff, Kristin Vandagriff, to begin the project update presentation.

#### **I. PowerPoint Presentation on Project Progress Updates**

Kristin Vandagriff, the Director of Programs who provides staffing to this task force, provided members with the overarching goal for FDDC Self-Advocacy and Leadership projects. Eddie Hall provided background on his past participation in the Fellows Leadership Program noting that he was chosen as one of the very first Fellows. He noted that the program helped him become a stronger leader with a much wider chance to learn. He reported that the skills he learned in the program gave him a strong understanding of supporting a nonprofit, noting that he ultimately began his own nonprofit to support people with disabilities in recreation in the outdoors. He also noted that the program supports advocacy skill growth regarding disability policies and connection with opportunities to share your voice through being a leader on different groups. Yolanda Herrera asked how many were impacted yearly through the Fellows Leadership Program. Kristin Vandagriff shared that four new Fellows are selected annually, with usually around 3 or so additional past Fellows continuing in a mentor Fellow capacity. The impact the Fellows training has on other self-advocates through training and support of FL SAND was also denoted. Margaret Hooper provided background on the Fellows program and the desire for FL SAND to have independence. Yolanda Herrera noted that long term success stories on the Fellows would be of interest in the future. Kristin Vandagriff provided updates on the Fellows Leadership program denoting the many ways the Fellows support FL SAND, including: hosting a Family Café resource table for self-advocacy, supporting board meetings, developing and disseminating monthly self-advocacy newsletters, hosting monthly statewide self-advocacy calls, as well as helping regional groups with training and technical assistance. Additionally, it was reported that the Fellows gave a self-advocacy presentation at Family Café, hosted a program info session on July 1, gave a Working Peoples with Disabilities program training on July 9, and have a training on the HCBS Settings Rule slated for August. Recruitment information for the program was provided with a new group of Fellows planned to start in Fall 2024.

Kristin Vandagriff also provided a project update regarding the Partners in Policymaking (PIP) Program. Information was shared regarding PIP 2023-2024 class outcomes, including data provided from the knowledge pre- and post-test showing advocacy, engagement, and leadership skill growth. Additionally, outcome metrics for performance measures and presenter satisfaction were also shared as well as some examples of major project areas and outcome stories for recent graduates as well as program Alumni. It was reported that PIP had



a Family Café presentation which was well-attended as well as an informal gathering for graduates. It was further reported that the PIP graduate survey and PIP Alumni Program registration information was given out to graduates attending the event. 104 applications were mentioned to have been received for the 2024-25 class, the class schedule has been determined, and the selection committee had scored all applications with the coordinator now in the process of making notifications. The new PIP Alumni Program opportunity was described and has been sent to all PIP graduates as an ongoing opportunity to grow and enhance leadership and advocacy skills following initial PIP training. Kristin Vandagriff provided information relating to the PIP Curriculum project and best supporting people with an intellectually/developmental disability at a 2<sup>nd</sup>-3<sup>rd</sup> 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 obtained lived experience input on all six sessions. FDDC final input is in the last stages of being implemented. The Advisory Committee was reported to have met five times since its inception. It was also noted that next steps include considerations for pilot implementation as well as the addition of graphics and videos into the developed materials.

Kristin Vandagriff also reported that FDDC had a legislative outcomes and advocacy resources presentation at Family Café and that FDDC hosted a resource table with project resources related to advocacy and leadership programs. Both were well attended.

## **II. Questions, Discussion, and Next Meeting**

Task force members did not mention any concerning issues to bring to the State Plan Committee related to task force projects but did note a desire to have clarification on some special project cuts they were hearing about as well as opportunities to educate on the managed care pilot. Kristin Vandagriff noted that she would share this with the appropriate FDDC staff and provide subsequent guidance. Task force members noted that they next wanted to meet on November 20, 2024, from 4:00-5:30pm. This meeting will occur via Zoom. Members denoted wanting meeting agendas to cover project updates and continue to learn more about evaluation and project outcomes.

## **III. Public Input**

There were no comments from the public.

The meeting was adjourned at 4:39pm.

## STATE PLAN

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

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

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

**PURPLE:** Third Tri-Annual Update (May – September)

<b>Goal 1: Access to Services</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
Access to Services Through Knowledge (ASK)	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 strengthen the usefulness of the information throughout the lifespan.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>October 2023 – January 2024</b>	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 compilation of a list of community groups to host focus groups.

Tri-Annual Period (dates)	Update Information
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.
June 2024-September 2024	IRB approval was received. The staff conducted (and continues to conduct) small group meetings and structured interviews. They also worked with Mathematica to develop the needed information for the personas and journey maps. Feedback on the process and interview outcomes was shared with the Task Force, Steering Committee, and Content Committee and feedback was incorporated into the research plan.

Goal 1: Access to Services				
Project	Provider	Funding Period	Funding Allocation	Project Description
Access to Services through Knowledge: Translating Research into Application	Mathematica	April 2024 – December 2024	\$171,120	The purpose of this Phase 2 project planned for addressing the Council’s Access to Services through Knowledge activity is to translate results from the initial quantitative and qualitative research findings into personas and/or journey maps that will subsequently be used to populate a web-based platform via a Phase 3 project. It is envisioned that this new system will enable families/caregivers of individuals with I/DD to not only address immediate needs but also empower them to prepare for addressing issues they will face throughout the lifespan in securing access to services, supports, and programs.

Tri-Annual Period (dates)	Update Information
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 4/15/2024. An initial meeting between both ASK Providers is scheduled.

Tri-Annual Period (dates)	Update Information
June 2024-September 2024	The provider established monthly meetings with NADD, the research provider, to collaborate on refining the information collected and the elements going into the journey maps and personas. Based on the NADD interview and survey data, examples of journey maps were shared with the Task Force, the Steering Committee, and the Content Committee for feedback. A prototype for a journey map for this project has been developed based on this feedback.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Best Practices in Case Management	Mathematica, Inc.	September 2022 – September 2024	\$538,894 (\$199,839, September 2022-23; \$339,055 September 2023-24)	<p>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 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>

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	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 Iowa, Delaware, and Arizona. IRB approval has been obtained.
<b>February 2024- May 2024</b>	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.
<b>June 2024- September 2024</b>	Personnel from the Quality Case Management project attended Family Café and gathered feedback from 47 prospective users of the Case Management toolkit that is being developed. They presented findings from their research over the course of this contract year to the FDDC Managed Care Task Force. Leaders from the Managed Care entity that will implement the pilot were in attendance and expressed their willingness to use the toolkit.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
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 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.

Tri-Annual Period (dates)	Update Information
October 2023 – January 2024	The draft research report for this project was received mid-December. All research results for the survey and interviews are in and analysis has been completed.
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.
June 2024- September 2024	The Provider completed their legislative scan and is conducting focus groups to gather the thoughts and reactions of individuals with I/DD and parents/caregivers regarding the legislative actions that were identified in the scan. The report integrating these findings will be submitted by the end of September.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
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 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>

Tri-Annual Period (dates)	Update Information
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.

Tri-Annual Period (dates)	Update Information
<b>February 2024- May 2024</b>	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. 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.
<b>June 2024- September 2024</b>	Mathematica attended the Family Café to gather more feedback about the residential setting tool designed for individuals with I/DD and families. They spoke to a number of people and are revising the tool based on that feedback.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Addressing the Behavior Therapist Shortage	University of Florida (UF) Board of Trustees	September 2023 – September 2024	\$300,000	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 plan to develop an internship for lead behavior analysts will also be completed.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	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.



Tri-Annual Period (dates)	Update Information
<b>February 2024- May 2024</b>	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 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.
<b>June 2024- September 2024</b>	Based on the strategic plan created in the last period, the provider developed and piloted training for Board Certified Behavior Analysts (BCBA) who supervise Registered Behavior Technicians (RBT) working with individuals with I/DD and significant challenging behavior. This training is designed to supplement the BCBA's knowledge about addressing challenging behavior beyond what is required for their certification. In addition, a plan for developing an internship for lead behavior analysts was completed. The outline for the 14-module internship program was reviewed in an ABA task force meeting July 23 for suggestions on best methods for dissemination of the information. This feedback was then integrated into the dissemination plan for the next period.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
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 employees, and school personnel. Six 2-hour modules were offered that included: 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.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	The first work group meeting was held November 29 and was well attended. NADD is developing their research approach to survey the area of crisis in dual diagnosis to serve as the basis of their future training.
<b>February 2024– May 2024</b>	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.
<b>June 2024– September 2024</b>	Both virtual and face-to-face training on crisis intervention was provided. Eight people attended the face-to-face training and 57 attended the virtual training. There are currently 65 people registered for the on-line asynchronous training that will be available from Augst 12 to August 18.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Training First Responders	Florida Atlantic University Board of Trustees	September 2023 – June 2024	\$150,000	<p>In its first year of funding, the project developed two 2-hour training sessions, provided virtually: one for law 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>A new contract went into effect at the end of June 2024 for a 12-month duration. The focus of the work is on implementing and evaluating the train-the-trainer law enforcement and first responder training curriculums.</p>
		July 2024-June 2025	\$175,000	

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	The first workgroup meeting was held November 15, and the training plan was shared with the group for input. An outline for the train-the-trainer manual was presented.
<b>February 2024- May 2024</b>	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.

Tri-Annual Period (dates)	Update Information
June 2024-September 2024	The first train-the-trainer session was held. An officer from the Jupiter Police Department delivered training to two officers. She was observed by the Provider, who gave feedback and received feedback from the person being trained to deliver the training to others. A second train-the-trainer activity is scheduled for September.

Goal 3: Aging Caregivers				
Project	Provider	Funding Period	Funding Allocation	Project Description
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.

Tri-Annual Period (dates)	Update Information
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.
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.

Tri-Annual Period (dates)	Update Information
<b>June 2024-September 2024</b>	The CoPs continue to meet. There are 16 CoPs with 19 counties involved. Relationships continue to grow and develop. For example, additional services have been made available to aging caregivers and their children in Santa Rosa due to the partnership. The Aging Network and DD Network joined together to open a congregate meal site. Two leadership meetings were held during this quarter. The provider, FDDC staff, and leadership from the Agency for Healthcare Administration and the Department of Elder Affairs met. They discussed the project's progress and how AHCA and DOEA could assist with serving more mutual customers.

Goal 3: Aging Caregivers				
Project	Provider	Funding Period	Funding Allocation	Project Description
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	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.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	<p>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.</p> <p>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.</p> <p>They were:</p> <ol style="list-style-type: none"> <li>1. Aging</li> <li>2. Intellectual &amp; Developmental Disability</li> <li>3. Families</li> <li>4. Thriving</li> </ol> <p>The draft Environmental Scan was submitted in December 2023.</p>
<b>February 2024- May 2024</b>	<p>The Environmental Scan was completed and approved at 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.</p> <p>Their suggestions included: Tallahassee, Jacksonville, Miami-Dade (Spanish) and Tampa.</p>
<b>June 2024- September 2024</b>	<p>The first year of this project ended in mid-May 2024. During Year 1, the staff from the University of Illinois developed comprehensive data collection instruments for assessing the experiences of individuals with I/DD and their aging families. They also completed an Environmental Scan of the literature. The purpose of the scan was to inform the development of survey and focus group protocols. Pilot testing of the protocols was completed in May. Work in Year 2 will involve completing the survey's pilot testing. After the survey is completed, they will analyze responses to test for reliability. The feedback will be used to revise and finalize the survey. All the materials will be translated for Spanish-speaking families.</p>

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
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 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.

Tri-Annual Period (dates)	Update Information
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 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.

Tri-Annual Period (dates)	Update Information
<b>February 2024- May 2024</b>	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 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 Self-Determination Train-the-Trainer module.
<b>June 2024- September 2024</b>	Seven Fellows continued to support FL SAND, the statewide self-advocacy organization, through training and technical assistance for board meetings, facilitating a monthly self-advocacy newsletter and statewide self-advocacy call, as well as assistance being given to two regional groups. The Fellows had a strong presence at Family Café, presenting a session on how to be a self-advocate, supporting a FL SAND self-advocacy resource exhibitor table, as well as helping with a FL SAND in-person board meeting. The Fellows have developed a Self-Advocacy Essentials webinar series for the summer, presenting on the Working People with Disabilities Program and the HCBS Settings Rule. Additionally, the Fellows hosted an information session to support other self-advocates to learn about the program. Several applications have been submitted for the 2024-2025 program year, with new Fellows slated to be onboarded over the Fall of 2024. The Fellows and program provider have finished building the Route to Self-Determination Train-the-Trainer activity into the online training platform and expect to launch that training opportunity later this Fall.



Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
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.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	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.
<b>February 2024- May 2024</b>	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 Graduate Coalition, which met virtually at the end of January, reporting progress on housing and transportation.

Tri-Annual Period (dates)	Update Information
<b>June 2024- September 2024</b>	<p>Knowledge pre-and post-test data for the Partners in Policymaking (PIP) 2023-24 training class denoted strong increases in engagement with policymakers and general advocacy engagement for participants. The test also denoted gains in leadership skills and the ability to secure appropriate resources by program graduates. Most of the 2024 graduating class reported having attained membership on boards/coalitions by the end of their training. All graduates reported having improved programs or policies as well as being engaged with organizations regarding systems change efforts. Satisfaction for the program's presenters was extremely high with the average being 4.9 on a 5.0 scale. Numerous success stories have been obtained from the recent graduating class as well as Alumni, showing strong long-term impact from PIP training. PIP had a strong presence at Family Café, with a PIP presentation session being provided as well as an informal gathering of Alumni for networking being held. There were 104 applications received for the 2024-2025 PIP class. The 7-person selection committee chose 25 participants for this class. One additional family member will return who completed 3 sessions within the past training cohort but had to drop out. This individual will only be attending the 3 sessions that were missed. The PIP 2024-2025 class begins in September 2024 and ends in February 2025. The final data for the PIP Regional Graduate Coalition has been collected related to housing and transportation efforts. A new PIP Alumni Program has been developed and is in the beginning stages of registering interested Alumni and holding an initial virtual launch event. This program will support PIP Alumni to more actively engage with FDDC on its platform and State 5-Year Plan, as well as work more closely with other PIP graduates in their local regions</p>

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
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 integrated into this program.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	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 implications across the nation with likely future replication in other states.
<b>February 2024- May 2024</b>	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.

Tri-Annual Period (dates)	Update Information
<b>June 2024-September 2024</b>	The advisory committee has met five times and is slated to meet one last time before the end of this contract to provide input on future pilot implementation considerations. The provider has developed all six sessions of curriculum and associated materials. All six sessions have had two rounds of FDDC staff input as well as thorough review by those with lived experience (people with I/DD, family members, educators, SLP). This project will next move to take the Easy Read translated materials and incorporate images and videos to assure maximum accessibility for the target audience of people with I/DD at a 2 <sup>nd</sup> -3 <sup>rd</sup> grade reading level or below.

Goal 5: Broad Systems Change/Emerging Needs				
Project	Provider	Funding Period	Funding Allocation	Project Description
Postsecondary Models: Youth Postsecondary Education Ambassador Curriculum	Institute for Community Inclusion, University of Massachusetts Boston	January 2023 – January 2024	\$125,000	The goal of this project, in its fifth year of funding, is to create and pilot an advocacy and leadership curriculum to train young adults with I/DD ages 18-26 who are currently enrolled or recently completed postsecondary programs to serve as Inclusive Postsecondary Education Ambassadors. Trained Ambassadors will promote the value and importance of college for students like themselves primarily to postsecondary institutions and secondary educators, likely in collaboration with other existing organizations engaged in such work to gain further momentum for expansion, and secondarily considering presentations at family or student venues to spark further interest.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	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 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.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>February 2024- May 2024</b>	This activity has been completed.

<b>Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
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.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>October 2023 – January 2024</b>	The 2024 Legislative Platform was translated into Plain Language format.
<b>February 2024- May 2024</b>	The 2023 Annual Report has been drafted in Plain Language and is under production.
<b>June 2024- September 2024</b>	The 2024-2025 Partners in Policymaking Info and Application was converted to Plain Text

Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects				
Project	Provider	Funding Period	Funding Allocation	Project Description
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.

Tri-Annual Period (dates)	Update Information
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.
June 2024- September 2024	The FDDX 2023 Annual report was translated into Spanish. Multiple documents including the survey, focus group questions and protocol, and recruitment materials for the Strive to Thrive project were translated into Spanish.

Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects				
Project	Provider	Funding Period	Funding Allocation	Project Description
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.

Tri-Annual Period (dates)	Update Information
<b>October 2023 – January 2024</b>	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.
<b>February 2024- May 2024</b>	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.
<b>June 2024- September 2024</b>	Additional “Our Care Matters” videos were filed, edited and distributed. The monthly Connections newsletter continues to grow in popularity with a 41% open rate. A special logo was designed to mark the PIP 30 <sup>th</sup> anniversary of FDDC’s PIP course. Social media postings, both thematic and project specific, were produced and promoted. Material Prep was completed for Family Café including a special Family <i>Cafe Edition</i> of the Connections newsletter.

# Access to Services Task Force

**GOAL #1:** Individuals with intellectual and developmental disabilities (I/DD) and their families will have knowledge of and increased access to community resources and services across the lifespan.

## Research for a Statewide Access (ASK) to Services Information System (Phase 1)

**Provider:** National Association for the Dually Diagnosed (NADD)

### Purpose

Identify community resources used by family members of persons with I/DD across the lifespan, how they access them and help others access them.

### Progress

462

Surveys

29

Interviews

### Impact on Individuals with I/DD and Families



Tapping into the knowledge base of families for information on resources they found helpful to create an information system for future caregivers.

### Next Steps

Continue structured interviews and focus groups

Fill in the data gaps

Identify community resources available

Share data with ASK: Phase 2

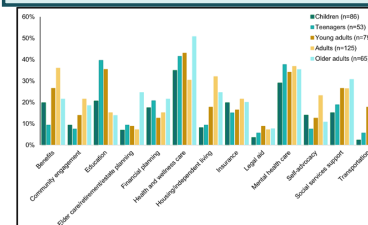
## Access to Services through Knowledge (ASK): Translating Research into Application (Phase 2)

**Provider:** Mathematica, Inc.

### Purpose

Translate findings of Phase 1 into pathways and visuals to assist caregivers and individuals with I/DD to identify key sources of information in the disability system.

### Selected Initial Findings



Types of resources and support services used, by life stage of person with I/DD receiving care

### Future Impact on Individuals with I/DD & Families

Creation of tools to help them anticipate decisions and identify what resources are available at every stage of life.



### Next Steps

Receive more data from NADD

Analyze data

Develop initial journey maps

Develop persona template

User test and refine journey maps and personas





# Home- and Community-Based Services Task Force

**GOAL #2:** Individuals with intellectual and developmental disabilities (I/DD) and their families will have knowledge of and increased access to community resources and services across the lifespan.

**Objective 2.1:** By September 30, 2026, a minimum of 150 individuals with I/DD will have increased access to, and availability of, personal support service providers and behavioral services across the lifespan that allow them to remain in their homes and communities.

## Best Practices in Case Management

**Provider:** Mathematica, Inc.

### Purpose

Gather feedback to evaluate a toolkit to assess case managers/support coordinators, including four user-facing tools for adults with I/DD and caregivers.

### Insights from Research

People thought the toolkit would help them to learn about what case managers should do.

The intended users of the participant and caregiver tools were not clear.

Interviewees requested examples of case management professional behavior at each level of performance.

Interviewees wanted clear actionable steps after completing the tool

### Impact on Individuals with I/DD and Families

Help them better navigate case management and advocate for needs more effectively.

**Matthew**, an older adult with intellectual disability

**The Independent Self Advocate:** They are outspoken, proud of their accomplishments, and value their independence. They are frustrated with the system and the lack of available services but feel like their case manager is doing the best job they can.

- Goals for Relationship with Case Manager:**
  - Advocates for him in the system
  - Knows how to answer his questions
  - Provides suggestion but respects his decisions
  - Is responsive and does their job
- Challenges Encountered:**
  - High rates of turnover among case managers
  - Systemic challenges his case manager cannot address
  - Weak follow through on some tasks
- Perceptions of the Toolkit:**
  - Would use it to learn about case manager role
  - Would start a conversation with case manager about his expectations
  - Wants to share the toolkit with peers so they can advocate too

**“This would help me make sure I know what my case manager does.”**

**“How would you want to be treated if you were the person with a disability? I don't want you to talk down... I want the respect I deserve.”**

### Next Steps

Refine core competencies and toolkit



Develop and test digital versions of caregiver and participant tools



Work with the FDDC on an outreach and dissemination strategy

## Researching Provider Solutions

**Provider:** Mathematica, Inc.

### Purpose

To help the community of people with intellectual and developmental disabilities (I/DD) develop ideas and strategies for recruiting and retaining paid direct care

### Activities



Legislative Environmental Scan



Web-based Survey



Interviews & Workgroups

### Impact on Individuals with I/DD and Families



Concrete recommendations to improve recruitment and retention of direct support professionals (DSPs).

### Next Steps

Mixed methods research study to gather information from DSPs



Make recommendations for legislation and policy/practice changes



# Home- and Community-Based Services Task Force

**GOAL #2:** Individuals with intellectual and developmental disabilities (I/DD) and their families will have knowledge of and increased access to community resources and services across the lifespan.

**Objective 2.2:** By September 30, 2026, the provision of quality services for individuals with I/DD who have significant behavioral issues will be improved in a minimum of one environment and/or setting where they are served.

## Measuring Service Quality

**Provider:** Mathematica, Inc.

### Purpose

Conduct research and develop tools to measure service quality for employment, adult day training, and residential programs in all environments and/or settings where individuals with I/DD are served.

### Progress

**Interviews conducted on using the residential tool.**

**30** Individuals with I/DD & Caregivers

**9** Subject Experts

### Impact on Individuals with I/DD and Families

Individuals with I/DD and their families will have a way to assess whether there is a match between their needs and preferences in a particular setting

Living space			
<ul style="list-style-type: none"> <li>Space is clean and organized.</li> <li>Residents have private space.</li> <li>Residents' belongings are safe.</li> <li>This is a space where people live long term.</li> <li>Home has clear, fair rules.</li> </ul>			
1	Residents have access to functional, safe spaces.		
2	Residents have access to private spaces.		
3	There is structure and continuity at the home.		
4	Home rules are clear and fair.		

### Next Steps

Align the tool to correspond to findings

Produce video vignettes in English and Spanish for tool distribution

Develop tools to assess adult day training and supported employment programs

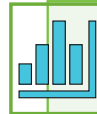
## Addressing the Behavior Therapist Shortage Year 2

**Provider:** University of Florida Board of Trustees.

### Purpose

To develop a strategic plan to increase recruitment and retention of behavior therapists resulting in training activities for both BCBAs and RBTs in challenging behavior.

### Accomplishments



Identified need for additional training among supervising Board Certified Behavior Analysts (BCBAs)



Created pilot training to meet that need

### Impact on Individuals with I/DD and Families



Improving service delivery and retention for BCBAs and Registered Behavior Technicians (RBTs)



Improving behavioral services for individuals with I/DD and families

### Next Steps



Creating an internship plan for intensive training of supervisors



Planning for dissemination through the state to improve retention of RBTs



# Home- and Community-Based Services Task Force

**GOAL #2:** Individuals with intellectual and developmental disabilities (I/DD) and their families will have knowledge of and increased access to community resources and services across the lifespan.

**Objective 2.3:** By September 30, 2026, effective practices for a minimum of 50 individuals with significant behavioral challenges will be in place to address the targeted disparity of individuals with a dual diagnosis being placed in unnecessary and restrictive settings (i.e., hospitals, institutions, and inpatient programs).

## Dual-Diagnosis Training Year 3

**Provider:** National Association for the Dually Diagnosed (NADD)

### Purpose

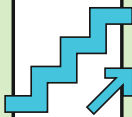
Develop and pilot training in crisis prevention, crisis intervention, and post-crisis strategies.

### Accomplishments

**Pilot Training**  
**8** In-Person Participants  
**57** Virtual Participants

### Impact on Individuals with I/DD and Families

More behavioral healthcare providers and developmental disability agency personnel know the impact of mental health conditions on people with developmental disabilities.



More professionals will practice preventative strategies and respond appropriately to individuals with I/DD in crisis

### Next Steps

At least 10 agencies trained



Training curriculum finalized



Work with agencies on collaborative problem-solving



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for Narration



## Training First Responders Year 2

**Provider:** Florida Atlantic University Board of Trustees

### Purpose

Develop and provide train-the-trainer training for law enforcement and emergency medical supervisors, criminal justice system, 988, and/or mobile crisis units.

### Findings

#### Pilot Training #1 – Participant Data

Posttraining Survey Results, Participants:

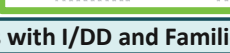
- Found the training to be **VERY HELPFUL**
- Feel now **VERY PREPARED** to encounter individuals with ASD/I/DD when responding to an emergency situation
- Found the extra trainings (activities, discussion questions) to be **VERY HELPFUL**
- One participant reported: Some of the videos seemed unnecessary and some of the content seemed repetitive.
  - Solution 1: Merge similar video clips into one full length clip
  - Solution 2: Reduce video content on video safety and add in more content on de-escalation strategies
- Overall, participants for the recommended steps toward de-escalation, communication, and obtaining disclosures to be **VERY ACCEPTABLE**

#### Pilot Training #1 – Participant Data

**Pretest Results**  
 AVERAGE SCORE  
 92% • 12.0/13 PTS

**Posttest Results**  
 AVERAGE SCORE  
 96% • 12.5/13 PTS

**Challenging Questions**



### Impact on Individuals with I/DD and Families



Train-the-Trainer curriculum available for online independent learning

Local law enforcement agencies and emergency medical responders will have internal trainers to improve interactions with people with I/DD

### Next Steps

Integrate the first-responder training into undergraduate and graduate college curricula in criminal justice.



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# Aging Caregivers Task Force

**GOAL #3:** Establish a sustainable interagency collaborative between the intellectual and developmental disabilities (I/DD) and aging networks, addressing the aging of both individuals and families that will increase their access to services and supports.

## Researching Aging Caregivers (Strive to Thrive)

**Provider:** The Board of Trustees of the University of Illinois

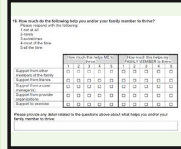
### Purpose

To understand, from the perspective of families of people with I/DD living at home, what can help advance the person with I/DD and the whole family to thrive currently and in the future.

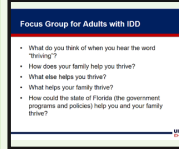
### Activities



**Conducted  
Environmental  
Literature Scan**



**Developed Data  
Collection Tools**



**Piloted Focus  
Groups &  
Surveys**

### Impact on People with I/DD and Families

Development of family-  
focused resources for  
individuals and their  
aging caregivers to thrive.



### Next Steps

Adapt for Spanish  
Speakers



Implement Surveys  
and Focus Groups



Data Analysis &  
Dissemination

## Aging Generations Expectations in Developmental Disabilities (AGEDD) in Florida

**Provider:** Margaret Lynn Duggar & Associates

### Purpose

To build a sustainable partnership between the developmental disability and aging networks to create a system of care that is both sensitive to and available for caregivers and individuals with I/DD who are growing older.

### Activities

**13**

Communities of  
Practice (CoP)  
Developed  
Throughout the State



Counties that  
are included in  
Communities of  
Practice.

### Impact on People with I/DD and Families



Due to the sharing of information  
within the CoPs, more individuals  
with I/DD and their family members  
will gain access to services within  
the I/DD and Aging systems.

### Next Steps

Create the Aging  
Caregivers Summit  
Planning Committee



Plan an Aging Caregivers  
Summit to be Held in 2026



# Self-Advocacy Leadership Task Force

**GOAL #4:** The number of individuals with intellectual and developmental disabilities (I/DD) active in Florida's state self-advocacy organization, trained as leaders and providing leadership training, and engaged in leadership roles will be increased.

## Florida Self-Advocates Network'D (FL SAND) Fellows Leadership Program

**Provider:** Pathways Resolution Center, Inc. dba OMS, Inc.

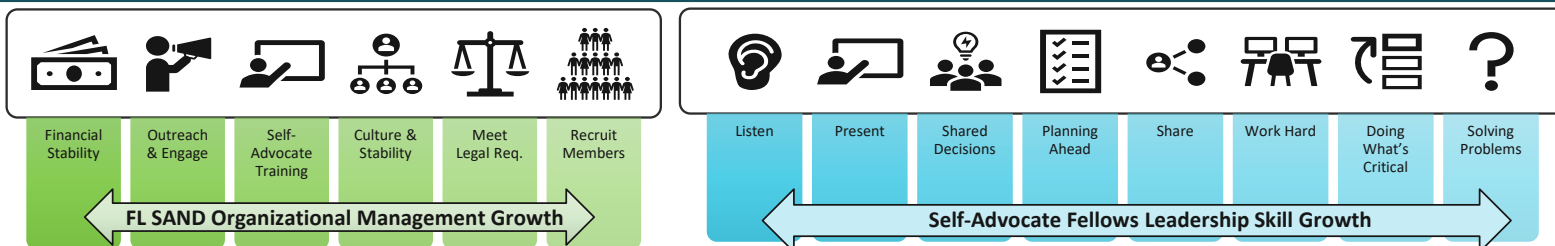
### Purpose

Train self-advocate leaders in high level leadership skills for the purpose of **a)** training and mentoring other self-advocates, and **b)** supporting Florida's statewide self-advocacy organization through training and technical assistance in organizational management. Four new self-advocate leaders (Fellows) are trained annually, with many past Fellows continuing for an additional year as mentors.

### Accomplishments



### Impact on Individuals with I/DD and Families



### Next Steps



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# Self-Advocacy Leadership Task Force

**GOAL #4:** The number of individuals with intellectual and developmental disabilities (I/DD) active in Florida's state self-advocacy organization, trained as leaders and providing leadership training, and engaged in leadership roles will be increased.

## Partners in Policymaking (PIP) Coordinator

**Provider:** Stacey Hoaglund

### Purpose

Educate people with I/DD and family members on self-determination, disability systems, and how to share information to educate policymakers.

### Progress

**25**  
New Partners  
Trained Annually



**700+**  
Partners Alumni  
Supported

### Impact on Individuals with I/DD and Families



**Increased  
Advocacy Skills  
& Engagement**  
Meeting with  
Policymakers



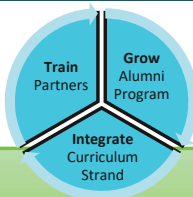
**Increased  
Leadership Skills &  
Engagement**  
Serving on Boards  
and Coalitions



**Greater Ability  
to Access  
Resources**  
Helping Others  
to Access  
Resources



### Next Steps



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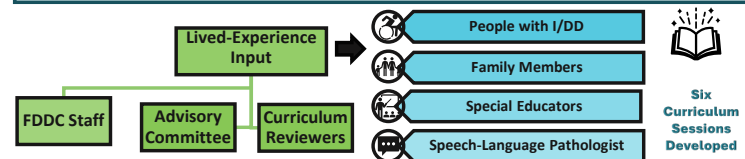
## Partners in Policymaking (PIP) Curriculum Strand

**Provider:** Autistic Self Advocacy Network (ASAN)

### Purpose

Develop a PIP curriculum strand and associated activity materials for people with I/DD at a Grade 2 to 3 reading level or below to support their involvement in PIP.

### Progress



### Impact on Individuals with I/DD and Families



**Session 1**  
Disability  
History



**Session 2**  
Schools /  
Inclusive  
Education



**Session 3**  
Jobs /  
Employment



**Session 4**  
Planning for  
Life in the  
Community



**Session 5**  
How Laws  
Are Made



**Session 6**  
Community  
Organizing

**Easy Read Curriculum = Full Access**

### Next Steps



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**FINANCE COMMITTEE MEETING**  
**Thursday, September 19, 2024**

**Florida Hotel and Conference Center**  
**1500 Sand Lake Road**  
**Orlando, Florida 32809**  
**(407) 859-1500**  
**11:30 a.m. – 12:15 p.m.**

**OUR MISSION**

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

<b>11:30 a.m.</b>	<b>Call to Order</b> <b>Welcome &amp; Roll Call</b>	<i>Dennis Hart, Chair</i>
<b>11:30 a.m.</b>	<b>Adopt the Agenda</b>	<i>Dennis Hart, Chair</i>
<b>11:35 a.m. – 11:40 a.m.</b>	<b>Approval of Minutes</b> (A) Minutes for 5/16/24** (B) Minutes for 7/01/24**	<i>Dennis Hart, Chair</i>
<b>11:40 a.m. – 11:45 a.m.</b>	<b>Review/Discussion of Financials</b> (C) Administrative Budget/Actual 10/1/23- 7/31/24	<i>Dennis Hart, Chair</i>
<b>11:45 a.m. – 11:50 a.m.</b>	<b>Proposed modification – Travel policy**</b>	<i>Dennis Hart, Chair</i>
<b>11:50 a.m. – 12:05 p.m.</b>	<b>Review/Discussion – Budget</b> (D) Budget Process (E) 2025 Proposed Administration Budget**	<i>Dennis Hart, Chair &amp; Lisa Taylor, CFO</i>
<b>12:05 p.m. – 12:10 p.m.</b>	<b>Updates</b> ➤ <b>2023 grant funds - No Cost Extension</b> ➤ <b>Positive Pay and Electronic Funds Transfer (EFT) through the Automated Clearing House (ACH)</b>	<i>Dennis Hart, Chair</i>
<b>12:10 p.m. – 12:15 p.m.</b>	<b>Public Comment</b>	<i>Dennis Hart, Chair</i>
<b>12:15 p.m.</b>	<b>Meeting Adjourned</b>	

**\*\* Items that require vote**



**Finance Committee  
Meeting Minutes  
Thursday, May 16, 2024**

<b>Members Present:</b>	Dennis Hart, Finance Chair, Caitlyn Clibbon, Enrique Escallon, Charlotte Temple, and Kali Wilson
<b>Members Absent:</b>	Andrea Gary and Sarah Goldman
<b>Other Council Members Present:</b>	Eddie Hall, Chair, Tina Cordova, Elly Hagen, Arizona Jenkins, Danielle McGill, Carla Mercer, Lauren Modawell, Michael Sayih, and Jean Sherman
<b>Staff Present:</b>	Lisa Taylor, Valerie Breen, Kristen Conlin, Margaret Hooper, Sue Kabot, and Kristin Vandagriff

Meeting was called to order by Chair Hart at 11:17 a.m. and quorum was established.

**I. Approval of Agenda**

**Action Taken:** Escallon made a motion to accept the agenda as presented. Temple seconded. Motion passed unanimously.

**II. Approval of Meeting Minutes**

**Action Taken:** Clibbon made a motion to accept the minutes of 1/25/24 as presented. Escallon seconded. Motion passed unanimously.

**III. Financials 10/01/23 through 3/31/24 Administration Budget/Actual**

Hart presented the budget to actual expenditures for the six-month period ending 3/31/24. This six-month budget period represents 50% of the budget with actual expenditures at approximately 44%. Hart highlighted multiple line items noting line-item expenditures which are typically paid annually as opposed to monthly. Expenses appear to be in line with what we would expect for this period.

**IV. Review/Approval of Draft Accounting Manual**

Hart reported the audited financial statements for the period ending 9/30/23 were presented at January's finance committee by the independent Certified Public Accounts with a 'clean audit opinion'. The audit firm made two recommendations.

1. The first recommendation is for the Finance Committee to agenda a discussion on internal controls in place to prevent and/or detect human error or fraud relative to significant transactions cycles such as cash receipts, cash disbursements and payroll. This discussion will be held annually and will be scheduled.
2. The second recommendation is for management to review and update the accounting policies manual as well as incorporate policies created outside of the existing manual.

Hart reported that the manual has been revised and is provided in draft for review and approval. Lisa Taylor provided an overview of the manual.

Lisa Taylor denoted that the manual starts with an INTRODUCTION which identifies September 30<sup>th</sup> as our fiscal year end with monthly statements prepared on a cash basis to align with the budgeting and federal reporting. The statements are converted to an accrual basis at year end. The sections included in the manual were reported to be:

1. General Policies – includes an Overview of the Finance Department, Business Conduct, Fraud, Security, General Ledger, and Chart of Accounts.



2. Policies Associated with Revenues and Cash receipts – includes Revenues, Contributions Received, Billing/Invoicing Policies, and Cash Receipts.
3. Policies Associated with Expenditures and Disbursements – includes Purchasing Policies and Procedures, Accounts Payable Management, Travel, Cash Disbursement Policies, and Payroll and Related Policies.
4. Policies Pertaining to Specific Asset and Liability Accounts – includes Cash and Cash Management, Prepaid Expenses, Fixed asset management, and Leases.
5. Accrued liabilities.
6. Policies associated with Financial and Tax reporting - includes Financial statements and Government returns.
7. Financial management policies - includes budgeting and annual audit.
8. Insurance
9. Policies about Federal awards - includes Administration of Federal awards and Charging cost of federal awards.
10. Appendix - includes policies narratives, travel forms, and risk assessment forms.

Lisa Taylor provided details about each section listed above, denoting page numbers for committee members to follow along using their Council books. The fiduciary duty responsibility of the Finance Committee was reviewed.

Dr. Hart opened the floor for questions. Enrique Escalon asked what type of monthly reconciliation occurred. Lisa Taylor mentioned the federal drawdown report is prepared and reconciled after checks are written. Following checks being cut the transactions are reconciled to the draw down deposit which Director Breen also reviews and approves. Funds are not drawn down until checks are cut. Enrique Escalon further asked if this process is done internally or if the bank assesses the risk such of a fraudulent check. Lisa Taylor denoted the system of positive pay which supports fraud detection will be implemented this year along with electronic funds transmitted with ACH electronic clearing house. Clibbon asked about the page for outside funding. Page 62 was provided as clarification and reference by Taylor.

**Action Taken:** Escallon made a motion to accept draft Accounting Manual. Clibbon seconded.

Discussion ensued with Temple asking if FDDC's liability insurance covers cyber-attacks as this is a huge issue. Taylor denoted she will check with the FDDC insurance agent. Motion passed unanimously.

#### **V. Public Comment**

Hart asked if there was any public comment. There was none.  
Hart adjourned the meeting at 11:52 a.m.

**Finance Committee  
Meeting Minutes  
Monday, July 1, 2024**

**Members Present:** Dennis Hart, Finance Chair, Caitlyn Clibbon, Enrique Escallon, Andrea Gary, Charlotte Temple, and Kali Wilson

**Members Absent:** Sarah Goldman

**Other Council Members Present:** Yolanda Herrera and Elly Hagen

**Staff Present:** Lisa Taylor, Valerie Breen, Sue Kabot, and Monica Moye

Meeting was called to order by Chair Hart at 5:02 p.m. and quorum was established.

**I. Approval of Agenda**

**Action Taken:** Escallon made a motion to accept the agenda as presented. Wilson seconded. Motion passed unanimously.

**II. Recap of Executive Committee Meeting on 6/24/24 – Request for funds**

Hart provided a recap of the 6/24/24 Executive Committee meeting. Requests were made for approval of an updated market study and a team building coach for FDDC staff. The total for the requests are estimated to be \$29,250. Taylor indicated funds were not available without impacting programs.

There was a discussion regarding potential increased costs associated with implementation of Electronic Funds Transfer through the Automated Clearing House. Escallon recommended we check with our insurance agent to determine what coverage is needed.

The discussion approving funds was tabled and deferred to the Finance Committee to discuss the availability of funds during a special finance committee meeting.

**III. Overview of Budget Process**

Taylor provided an overview of the Council's *Funding and Budget Policy* to provide an understanding of budget management processes.

**IV. Proposed Use of Funds**

Hart reported we have just over \$25,000 in program reserve and we have requests for \$46,500 which includes the following: request for a team building coach and travel for \$22,500. To fulfill all budget requests, we need additional funds of approximately \$25,000.

As of 6/30/24, we have \$25,546 available in program reserve. We have \$46,500 in requests for funds. To fulfill all budget requests for this fiscal year, we need additional funds of approximately \$25,000.

Taylor reviewed the requested amounts.

46,500 is requested for the following:

- Salary Study----- **\$9,000**

- Phone System - Amount unknown. We will submit a special purchase request in Jan 2025-----  
**\$10,000**
- Coaching workshop - Consultant - \$12,250 + Travel \$10,000----- **\$22,500**
- Purchase of 2 laptops - \$2,500 each----- **\$5,000**

Taylor reported two potential options to address the shortfall. The first option could be prioritizing essential requests and deferring others, and the second option could be shifting \$25,000 from a project budget to the next budget year. This reallocation will allow us to meet all current budget requests without negatively impacting cash flow, project timelines, or deliverables. This would be a deviation from our standard process of waiting until we receive our grant award. Taylor reported other options can be considered as well.

Discussion ensued. Clibbon stated that it may be better to wait until completion of Breen's performance evaluation in September to ascertain the focus of the coaching. Hagen concurred and recommended additional proposals be obtained.

**Action Taken:** Escallon made a motion to approve the use of up to \$25,000 for the coaching workshop and travel with the stipulation that three quotes be obtained and presented to the executive committee for approval before the funds are spent. Clibbon seconded. Gary abstained. The motion was carried.

Herrera asked what are the issues that require coaching? What are the reasons for the urgency? She stated online workshops are never the same as in person. Hart responded that her questions can be addressed by the Executive Committee.

#### **V. Public Comment**

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

Hart adjourned the meeting at 5:39 p.m.

**Profit & Loss Budget vs. Actual with Administration Programmatic Breakdown**  
**Cumulative Expenditures 10/01/23 through**  
**7/31/2024**

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## Funding & Budget Policy Summary

The Developmental Disabilities Grant Award to Florida funds the Council's responsibilities under the Developmental Disabilities Assistance and Bill of Rights Act. (DD Act). This grant is allocated annually based on a federal formula but is subject to congressional actions. The Finance Committee and Council are responsible for monitoring funding and expenditures to ensure compliance with federal obligations and maintaining cash flow solvency.

### Budget Allocation:

1. **Administration (up to 30% of the award):** Covers non-state plan activities, including overhead and Council development. Reviewed monthly by the Executive Director, quarterly by the Treasurer, and tri-annually by the Finance Committee.
2. **State Plan Activities:** Majority of the award supports the five-year state plan. Budget oversight by the State Plan Committee with reviews similar to the administration budget.
3. **Program Reserve (1.5% of the award):** Includes unspent funds and surplus, allocated for emergencies or additional funding needs. Requires approval from the Executive Director and either the Treasurer or Council Chair.

### Funding Commitment & Oversight:

- Multi-year budgets for state plan and administration are approved at the start of each five-year state plan and reviewed tri-annually.
- Modifications to budgets are reviewed and approved annually by the Finance and Executive Committees.
- Funds are committed upon full Council budget approval and obligated once expended or contracted.

### Budget Surplus/Deficit:

- Surplus funds transfer to Program Reserve; reductions are offset from it. The Council aims to obligate and spend funds within a two-year period.

FDDC 2025 Budget with proposed modifications 9/3/2024

	<b>2024 Approved Budget</b>	<b>Proposed Changes Increase (Decrease)</b>	<b>2025 Proposed Budget</b>	
<b>Administrative</b>				
Computer	59,500	33,500	93,000	
Dues-NACDD	22,000		22,000	
Education/Training	7,000	1,000	8,000	
Insurance-General	13,857	543	14,400	
Office Supplies & Expense				
Bank Charges				
Supplies & Expense				
Office Supplies & Expense	12,120	(2,120)	10,000	
<b>Payroll</b>				
Employee Gross	1,259,662	(3,011)	1,256,651	
Payroll Taxes(includes State U/C Taxes)	100,764	(4,764)	96,000	
Workers Compensation Insurance	2,558	(358)	2,200	
<b>Benefits</b>				
Retirement	61,117	5,883	67,000	
AFLAC	16,640		16,640	
Dental Insurance	3,100		3,100	
Health Insurance	78,810	(5,810)	73,000	
STD, LTD, Life Insurance	8,350	(850)	7,500	
<b>Total Benefits</b>	<b>168,017</b>	<b>(777)</b>	<b>167,240</b>	
<b>Total Payroll</b>	<b>1,531,001</b>	<b>(8,910)</b>	<b>1,522,091</b>	
<b>Professional Fees</b>				
Audit & 990	22,000		22,000	
Legal Fees	12,000	(5,000)	7,000	
HR Consultant fees	16,000	13,000	29,000	
<b>Consultants</b>	25,000	95,000	120,000	
<b>Total Professional Fees</b>	<b>75,000</b>	<b>103,000</b>	<b>178,000</b>	
Postage	3,500		3,500	
<b>Rent</b>	-		-	
Building Rent	99,525	(11,625)	87,900	
Equipmental Rental	6,250	(1,350)	4,900	
<b>Total Rent</b>	<b>105,775</b>	<b>(12,975)</b>	<b>92,800</b>	
Telephone	5,900		5,900	
<b>Travel</b>				
Council Meetings	78,000	34,000	112,000	
Member Travel - Other	3,500	2,000	5,500	
Staff Travel - Other	5,500		5,500	
Conference Travel	-	30,000	30,000	
<b>Travel - Council Meetings &amp; Other</b>	<b>87,000</b>	<b>36,000</b>	<b>123,000</b>	
Employee Morale	500		500	
<b>Total Administrative</b>	<b>1,923,153</b>	<b>150,038</b>	<b>2,103,191</b>	*
<b>Less Program costs</b>				
<b>Net Administrative</b>	1,923,153	150,038	2,103,191	
<b>Board Development</b>	6,000		6,000	
<b>Grand Total</b>	<b>1,929,153</b>	<b>150,038</b>	<b>2,109,191</b>	
*Approximately 53% (\$1,100,000) is program cost				

## 2025 FDDC Administrative Budget and Narrative

Line Item:	Description:	Amount:
Computer/IT	Includes monthly managed IT subcontract, managed detection and response services, offsite backup and support, cloud monitor agent, antivirus, internet, zoom subscription, and miscellaneous.	\$93,000
Dues	Includes dues to our national organization, National Association of Councils on Developmental Disabilities (NACDD), which provides technical assistance, advocates for the national public policy agenda and for DD Councils' appropriations in Congress, and convenes DD Councils for leadership and development training	22,000
Education/Training	Includes trainings, workshops, conferences to increase job skills and knowledge of employees	8,000
Insurance	Includes Directors & Officers, Employment Practices Liability, Property, Crime, Cyber Security, General and Professional Liability with Umbrella policy coverage	14,400
Office supplies/Expense & Bank Charges	Includes general office supplies, Shred-It, and monthly bank service charges	10,000
<b>Payroll:</b>		
Employee Gross	Gross wages for all staff. Includes \$80,000 for contingencies such as overtime, salary differentials on new hires, and severance.	1,256,651
Payroll taxes	Includes employer share of Social Security, Medicare, and state reemployment tax	96,000
Workers Compensation Insurance	Premiums vary based on compensation. Insured by State of FL	2,200
<b>Benefits:</b> Retirement	Includes retirement expense and administration fees. FDDC offers a 6% matching plan. Expense is budgeted at Total Compensation X 6%. Employees enter plan and are eligible to receive contributions and make deferrals after completion of 1 year of service and 1000 hours worked. After completion of 2 years of service, an employee is 50% vested, completion of 3 years is 100% vested.	67,000
AFLAC	Supplemental insurance available to full time employees. Employees have option to use \$80 per pay period to offset dependent health OR dental expenses and/or AFLAC.	16,640
Dental Insurance	FDDC pays 100% of premiums for full time employee coverage	3,100
Health Insurance	FDDC pays 100% of premiums for full time employee coverage	73,000
Short term disability, Long term disability, and Life Insurance	FDDC pays 100% of premiums for full time employee coverage. Life policy is a \$50,000 group term life.	7,500

Line Item:	Description:	Amount:
Audit & 990	Includes cost for independent CPAs to perform annual audit as required by grantor and prepare tax return-Form 990	22,000
Legal fees	Includes costs incurred for legal expertise/opinions	7,000
Human Resources Consultant	Includes amount for human resources expertise as needed.	29,000
Consultants	Includes cost for general consultants as needed (\$20,000) as well as consultant for state plan in lieu of staff	120,000
Postage	Includes general postage costs and mail meter lease	3,500
Building Rent	Cost for FDDC office space rental	87,900
Equipment Rental	Includes costs for annual copier maintenance (2) and Sonitrol	4,900
Telephone	Includes costs for office telephone service, 800 lines, and general conference calls	5,900
<b>Travel:</b> Council Meetings	Includes cost of hotel meeting rooms, sleeping rooms, AV rental, meeting rooms, food, and travel for Council members and staff. This also includes an increase in the meal per diem amounts from \$40 a day to \$60 a day. (\$15 breakfast, \$15 lunch, \$30 dinner)	112,000
Member travel -Other	Includes general travel of Chair and Vice Chair	5,500
Staff travel	Includes general travel of Executive Director and/or staff travel	5,500
Conference Travel	Includes national and state conference travel for staff and members	30,000
Employee Morale	Includes budget for increasing employer-employee relations, employee morale, and employee performance.	500
Total		\$2,103,191
Board Development	Budget developed by Executive Committee	\$6,000
Grand Total		\$2,109,191



**Florida Developmental Disabilities Council, Inc.**

**Finance/Executive Committee Meeting  
Thursday September 19, 2024  
12:30 p.m.**

**Our Mission**

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

**AGENDA**

<b>12:30 p.m.</b>	<b>Welcome/Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>12:30 p.m.</b>	<b>Adopt the Agenda</b>	<i>Eddie Hall, Chair</i>
<b>12:35 p.m.</b>	<b>Approval of FDDC 2025 Budget</b> <i>(A) Combined Budget</i>	<i>Eddie Hall, Chair</i> <i>Dennis Hart, Chair</i>
<b>12:45 p.m.</b>	<b>Executive Committee Minutes</b> <i>(B) 06/24/24 Draft Minutes**</i> <i>(C) 07/02/24 Draft Minutes**</i> <i>07/26/24 Draft Minutes**</i>	<i>Eddie Hall, Chair</i>
<b>1:00 p.m.</b>	<b>ED Performance Evaluation</b> <b>Addendum to Employment Agreement**</b>	<i>Eddie Hall, Chair</i>
<b>1:10 p.m.</b>	<b>Special Projects for Discussion</b> <i>(D) Staff Coach Proposals</i> <i>(E) Salary Study Proposals</i> <i>Board Development</i> <i>Bylaw Review</i>	<i>Eddie Hall, Chair</i>
<b>1:30 p.m.</b>	<b>Public Input</b>	<i>Eddie Hall, Chair</i>
<b>1:30 p.m.</b>	<b>Meeting Adjourned</b>	<i>Eddie, Hall, Chair</i>

**\*\* Items that require vote**

Funds Beginning Date	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025		
Funds Must be Spent by	9/30/2023	9/30/2024	9/30/2025	9/30/2026	9/30/2027		
	2022	2023	2024	2025	2026	Total	Total Per Goal/Area
<b>Goals:</b>							
<b>1. ACCESS TO SERVICES</b>							2,083,258
ASK Steering Committee & Research	532,000	251,258	250,000	100,000	200,000	1,333,258	
ASK Personas & Journey Mapping Expert Content Dvlpr			200,000	150,000	200,000	550,000	
ASK Web-based platform and training					200,000	200,000	
					-		
<b>2. Home &amp; Community Based Delivery System</b>							5,598,980
Best Practices in Case Management	175,000	150,000	324,000	225,000	225,000	1,099,000	
Researching Provider Solutions	250,000	250,000		252,000	252,000	1,004,000	
Measuring Service Quality	175,000	150,000	323,000	225,000	225,000	1,098,000	
Behavior Therapist Shortage	100,000	100,000	300,000	300,000	300,000	1,100,000	
Dual Diagnosis Targeted Disparity	75,000	150,000	173,010	225,000	225,000	848,010	
First Responder Training			149,990	149,990	149,990	449,970	
<b>3. AGING CAREGIVERS</b>							962,113
Aging Caregivers Roadmap Initiative	150,000	150,000	100,000	200,000	100,000	700,000	
Researching Aging Caregiving Families			45,334	216,779		262,113	
Aging Caregivers Collaborative Training						0	
<b>4. SELF ADVOCACY LEADERSHIP</b>							2,815,346
Florida SAND	317,006	300,000	300,000	300,000	300,000	1,517,006	
Partners in Policymaking Coordinator	50,000	50,000	65,000	65,000	65,000	295,000	
Partners in Policymaking Travel/Supports	85,840	142,500	150,000	150,000	150,000	678,340	
Partners in Policymaking Curriculum Strand & Travel	50,000	125,000	150,000			325,000	
PIP Regional Graduate Coalition						0	
<b>5. Broad Systems Change/Emerging Needs</b>							(21,198)
Programmatic Reserve (1.5%)	379,434	(46,957)	123,874	112,612	(590,161)	(21,198)	
<b>Subtotal - GOALS</b>	<b>2,339,280</b>	<b>1,771,801</b>	<b>2,654,208</b>	<b>2,671,381</b>	<b>2,001,829</b>	<b>11,438,499</b>	<b>11,438,499</b>
<b>Advocacy &amp; Communications</b>							1,568,822
State Plan Goal Related(Easy Read, Spanish Translation)	170,000	170,000	170,000	170,000	170,000	850,000	
Public Policy/Legislative Education	40,000	40,000	40,000	40,000	40,000	200,000	
Communications	100,000	105,792	105,792	103,619	103,619	518,822	
<b>Subtotal - ADVOCACY &amp; COMMUNICATIONS</b>	<b>310,000</b>	<b>315,792</b>	<b>315,792</b>	<b>313,619</b>	<b>313,619</b>	<b>1,568,822</b>	
<b>Total</b>	<b>2,649,280</b>	<b>2,087,593</b>	<b>2,970,000</b>	<b>2,985,000</b>	<b>2,315,448</b>	<b>13,007,321</b>	
<b>Other</b>							285,000
Task Force Travel/Misc	5,000	5,000	5,000	5,000	5,000	25,000	
Program Evaluation (Performance Measures Data System)	15,000	15,000	15,000	-	15,000	60,000	

Funds Beginning Date	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025		
Funds Must be Spent by	9/30/2023	9/30/2024	9/30/2025	9/30/2026	9/30/2027		
	2022	2023	2024	2025	2026	Total	Total Per Goal/Area
Consultant - Project Evaluation	100,000	100,000	0			200,000	
<b>Subtotal - OTHER</b>	<b>120,000</b>	<b>120,000</b>	<b>20,000</b>	<b>5,000</b>	<b>20,000</b>	<b>285,000</b>	
<b>Grand Total</b>	<b>2,769,280</b>	<b>2,207,593</b>	<b>2,990,000</b>	<b>2,990,000</b>	<b>2,335,448</b>	<b>13,292,321</b>	<b>13,292,321</b>
<b>Program Funds</b>	2,769,280	2,207,593	2,990,000	2,990,000	2,335,448	13,292,321	
<b>Available Funds</b>							
						Approved May 2024	
	2022	2023	2024	Proposed 2025	2026		
<b>Administrative</b>							
Computer	41,346	52,000	59,500	93,000	35,000	280,846	
Dues-NACDD	24,392	25,000	22,000	22,000	25,000	118,392	
Education/Training	7,564	7,000	7,000	8,000	7,000	36,564	
<b>Insurance-General</b>							
Directors & Officers and Employment Practices Liability	4,200	5,634	5,222	5,087	5,953	26,096	
Property, Crime, General and Professional Liability	5,190	6,644	6,287	6,128	7,025	31,274	
Umbrella Policy	1,065	1,186	1,259	1,284	1,310	6,104	
ERISA	633		696	-	765	2,094	
Cyber Security				1,500	765	2,265	
State of Florida policies	385	393	393	401	409	1,981	
<b>Total Insurance-General</b>	<b>11,473</b>	<b>13,857</b>	<b>13,857</b>	<b>14,400</b>	<b>16,227</b>	<b>69,813</b>	
<b>Office Supplies &amp; Expense</b>							
Bank Charges	1,872	2,100	2,150	2,700	2,250	11,072	
Supplies & Expense	8,416	13,020	9,970	7,300	13,020	51,726	
<b>Total Office Supplies &amp; Expense</b>	<b>10,288</b>	<b>15,120</b>	<b>12,120</b>	<b>10,000</b>	<b>15,270</b>	<b>62,798</b>	
<b>Payroll</b>							
Payroll Processing Fee	1,913	2,200	-	-	2,350	6,463	
Employee Gross	985,417	1,178,000	1,259,662	1,256,651	1,221,479	5,901,210	
Payroll Taxes(includes State U/C Taxes)	75,814	94,517	100,764	96,000	97,943	465,038	
Workers Compensation Insurance	2,086	4,558	2,558	2,200	2,311	13,713	
<b>Benefits</b>							
Retirement	36,338	72,569	61,117	67,000	78,789	315,813	
AFLAC	13,319	16,640	16,640	16,640	16,640	79,879	
Dental Insurance	5,272	5,050	3,100	3,100	3,255	19,776	
Health Insurance	84,778	102,000	78,810	73,000	125,172	463,759	
STD, LTD, Life Insurance	16,707	13,000	8,350	7,500	18,195	63,752	
<b>Total Benefits</b>	<b>156,414</b>	<b>209,259</b>	<b>168,017</b>	<b>167,240</b>	<b>242,050</b>	<b>942,980</b>	
<b>Total Payroll</b>	<b>1,221,644</b>	<b>1,488,534</b>	<b>1,531,001</b>	<b>1,522,091</b>	<b>1,566,134</b>	<b>7,329,405</b>	

Funds Beginning Date	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025		
Funds Must be Spent by	9/30/2023	9/30/2024	9/30/2025	9/30/2026	9/30/2027		
	2022	2023	2024	2025	2026	Total	Total Per Goal/Area
<b>Professional Fees</b>							
Audit & 990	19,450	22,000	22,000	22,000	21,947	107,397	
Consultants	19,628	50,000	25,000	120,000	50,000	264,628	
Legal Fees	6,394	11,000	12,000	7,000	11,000	47,394	
HR Consultant	7,422	16,000	16,000	29,000	16,000	84,422	
<b>Total Professional Fees</b>	<b>52,894</b>	<b>99,000</b>	<b>75,000</b>	<b>178,000</b>	<b>98,947</b>	<b>503,841</b>	
Postage	2,787	7,000	3,500	3,500	7,000	23,787	
<b>Rent</b>							
Building Rent	135,396	138,973	99,525	87,900	148,893	610,687	
Equipmental Rental	5,704	6,000	6,250	4,900	6,000	28,854	
<b>Total Rent</b>	<b>141,100</b>	<b>144,973</b>	<b>105,775</b>	<b>92,800</b>	<b>154,893</b>	<b>639,541</b>	
Telephone	5,853	6,900	5,900	5,900	7,000	31,553	
<b>Travel</b>						0	
Council Meeting/Other - Members & Staff	32,230	118,000	87,000	112,000	75,000	424,230	
Member Travel - Other		3,500	-	5,500	3,500	12,500	
Staff Travel	11,544	5,500	-	5,500	15,500	38,044	
Conference Travel	-	-	-	30,000	15,500	45,500	
<b>Total Travel</b>	<b>43,774</b>	<b>127,000</b>	<b>87,000</b>	<b>123,000</b>	<b>94,000</b>	<b>474,774</b>	
Employee Morale	267	1,500	500	500	1,500	4,267	
<b>Total Administrative</b>	<b>1,563,382</b>	<b>1,987,884</b>	<b>1,923,153</b>	<b>2,103,191</b>	<b>2,043,470</b>	<b>9,621,080</b>	9,621,080 *
<b>Less Program Costs</b>							
<b>Net Administrative</b>	1,563,382	1,987,884	1,923,153	2,103,191	2,043,470	9,621,080	
<b>Board Development</b>	-	12,000	6,000	6,000	12,000	36,000	36,000
<b>Addition (Reduction) to Program Reserve</b>	30,798	243,530	(480,377)	(660,415)	47,858		(818,606)
<b>Grand Total</b>	<b>4,363,460</b>	<b>4,451,007</b>	<b>4,438,776</b>	<b>4,438,776</b>	<b>4,438,776</b>	<b>22,130,795</b>	<b>22,130,795</b>
Award or Anticipated Award Amount	4,363,460	4,451,007	4,438,776	4,438,776	4,438,776		
Funds Transferred from other grant years				660,415	(654,552)		
<b>Total 2025 Budget Amount requested for Approval</b>				<b>5,099,191</b>			
*Approximately 53% (\$5,099,172) is program cost							

**Florida Developmental Disabilities Council, Inc.**

**Executive Committee Meeting**

**Minutes**

**Monday June 24, 2024**

**Via ZOOM**

**Present:** Eddie Hall, Chair; Dennis Hart; Sarah Goldman; Yolanda Herrera; Enrique Escallon; Arizona Jenkins; and Elly Hagen.

**Absent:** None

**Staff Present:** Lisa Taylor; Sue Kabot; and Monica Moye

Quorum was established and the meeting was called to order by Chair Hall at 5:30 p.m.

**I. Adoption of the Agenda**

Action Taken: Jenkins made a motion to adopt the agenda as presented. Hart seconded. Motion passed unanimously.

**II. Minutes for 05/16/2024 and Upda Executive Committee Summary Report for 05/16/2024**

Action Taken: Escallon made a motion to adopt the 05/16/2024 Executive Committee minutes as presented. Jenkins seconded. Motion passed unanimously.

Action Taken: Escallon stated that the updated Executive Committee report contained updated information that was discussed at the post Council meeting Executive Committee ad hoc discussion. The updated report is tabled until the September 2024 Council meeting. Staff will use the Executive Summary report adopted at the 05/17/2024 Council meeting as part of the Full Council draft minutes.

**III. Team Building Coach for FDDC staff**

Danielle Towery, the Council's HR consultant, reported that the Executive Committee had tasked her to identify a professional team building coach to work with the staff and the Executive Director. She reviewed her reasoning behind presenting Brian Hilliard as a potential coach for the FDDC. Towery highlighted components of the full proposal, which had been provided to the Executive Committee. Towery highlighted Hillard's fee of \$12,250 plus travel. Escallon asked what the additional costs would be. Taylor reported that she estimated an additional \$10,000 for hotel, staff travel, per diem and travel for Hilliard. Towery recommended that the committee consider their decision soon to address concerns the committee had discussed in the May Executive Committee meeting.

Discussion ensued among committee members as to the cost of this investment and if the Council had the dollars available. Taylor reported that FDDC would have to pull from programs to support this initiative. Taylor stated that the estimated timeframe for when funds would be available would be closer to October 2026.

Action Taken: Escallon made a motion to table any further discussion and defer to the Finance Committee for a special meeting to determine the availability of funds. Goldman seconded. Motion passed unanimously.

#### **IV. Updated Salary Market Study**

Danielle Towery provided an update on the salary market study the Executive Committee had tasked her with at the May 2024 Executive Committee meeting. She stated that MGT Consulting, who had conducted the Council's 2018 salary study, provided an estimate of \$18,000. A second quote she received was \$5,000, which she thought was much more reasonable. Towery reported she is waiting for a third quote, which she anticipates will be between \$5,000 and \$7,000. It is Towery's goal to have all 3 quotes available for the Finance Committee's discussion.

#### **V. Update on Cyber Security Coverage**

Taylor reported that she had discussed the Council's current cyber security coverage with our insurance representative through Brown and Brown. She reported that the Council has limited cyber security coverage under its current policy. He is obtaining quotes for additional coverage costs to be shared with the Finance Committee.

#### **VI. Progress on Automatic Check Deposits for FDDC**

Taylor reported positive pay through Truist Bank, where the Council now has its banking account, is the first step toward implementing automatic check deposits. It is the bank's program for detecting fraud. Taylor stated she and Misty Grimm, Accountant, are attending various training courses on positive pay through the bank and will be developing a timeline for implementation. Taylor also reported that the Council will need to have policies on securing data since the Council will be maintaining personal bank account information. Escallon reported that implementation of these processes may have an additional cost to the Council as well as require additional liability coverage through the Council's insurance.

#### **VII. Public Comment**

There was no public comment.

Chair Hall moved the committee to a closed session excusing all FDDC staff.

#### **VIII. Updates on Legal Action Against FDDC**

Towery reported that since her June 5, 2024, e-mail update to the committee there are no further updates. Towery left the meeting at 6:28 p.m.

The committee continued discussions led by Escallon. Escallon stated that an Ad Hoc bylaws review committee made up of Council members should be established to review the current bylaws. Escallon stated that the Council renewed Breen's contract for one year, and it will expire on 9/30/2024. He wants the committee to review the timeframe set forth in the contract. Hart stated that the committee needs to review the current contract and the benchmarks set for the Executive Director's performance review.

The committee agreed Hall would discuss the timeline with Breen, obtain a copy of the contract, ask for Breen's self-assessment of her performance and set a timeline for the Executive Committee to review.

Goldman re-stated her concern about it costing \$25,000 for a team building plan, stating that it is a huge amount of money to put toward problems that have been going on for two years. Hagen reminded the committee members that the team building idea was initiated by the committee members in the May 2024 meeting. Hart concurred that it seemed expensive. He stated that maybe the Council can obtain the same thing for less money.

Hall adjourned the meeting at 7:00 p.m.

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

**EXECUTIVE COMMITTEE MINUTES**

**July 2, 2024**

**Via ZOOM**

**MEMBERS PRESENT:** Eddie Hall, Chair; Elly Hagen; Enrique Escallon; Sarah Goldman; Dennis Hart; Arizona Jenkins; and Yoland Herrera.

**STAFF/CONSULTANT PRESENT:** Danielle Towery, Human Resource Consultant to the Council; Valerie Breen, Executive Director and Susan Kabot, Chief of Programs and Research (both staff were requested to attend by the Chair).

Hall called the meeting to order. Hall asked Escallon if he could share Breen's email on the Executive Director performance evaluation process since Hall was calling in via his cell.

Breen's email was reviewed, and the group decided to make some minor changes to the process with Towery's guidance.

1. The Executive Director writes a memo and conducts her self-evaluation (the same format has been used every year).
2. The memo and self-evaluation are sent to the Chair and Executive Committee.
3. The Chair sends an e-mail to all Council members and staff asking for their input which is sent directly to the Chair. Towery will provide a format for the input which will be a collapsed version of the self-evaluation form.
4. Towery will assist the Chair in compiling the feedback to compare side by side with Breen's self-evaluation.
5. The Chair holds a meeting with the Executive Committee to provide all of the feedback they have received, the review of the employment contract and determine compensation.
6. The Chair consults with the HR consultant and FDDC attorney (if needed) regarding the employment contract with the Executive Director
7. The Chair meets with the Executive Director to provide the outcome of the meeting.
8. The Chair and Executive Director sign the self-evaluation with any changes noted by the Executive Committee.
9. The Chair writes a memo stating the plan for compensation and submits along with the final signed evaluation to the HR Consultant who then ensures it is in the personnel file.
10. The results of the evaluation/compensation is submitted in the Executive Committee minutes which are provided to the Council for review/approval at the September Council meeting.

The review must be complete by July 31, 2024.

Hall scheduled the next Executive Committee meeting for Friday, July 26, 2024, at 4:00 p.m. He requested that both Towery and the FDDC's attorney, Greg Stewart, attend the meeting.

The meeting was adjourned at 5:50 p.m.



**Kristen Conlin**

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**From:** Danielle Towery <Danielle.Towery@jmco.com>  
**Sent:** Friday, August 2, 2024 3:02 PM  
**To:** Valerie Breen  
**Subject:** RE: Coaching Services  
**Attachments:** Attachments.txt

Valerie,

Attached are both of the additional coaching services quotes: Velocity and Take Flight.

As already provided, Take Flight has included their travel cost in the \$22k quote.

Velocity's quote is \$15k without travel costs, so probably appx \$18k (closer to Brian's total cost).

**ShareFile Attachments**

Expires January 29, 2025

Take Flight Learning Quote.pdf

132.4 KB

Velocity\_ Team Training .pdf

9.1 MB

[Download Attachments](#)

Danielle Towery uses ShareFile to share documents securely.

**Danielle Towery, PHR**  
**HR Consultant**



**Ph: 888-387-6851**

**Email: [Danielle.Towery@jmco.com](mailto:Danielle.Towery@jmco.com)**

**Website: [www.jmco.com/hr-consulting/](http://www.jmco.com/hr-consulting/)**



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**From:** Danielle Towery

**Sent:** Friday, August 2, 2024 11:37 AM

**To:** Valerie Breen <valerieb@fddc.org>

**Subject:** Coaching Services

Valerie,

I met with Velocity Advisory Group and Take Flight Learning to obtain additional proposals for coaching. Velocity has not responded with their proposal and has not responded to a couple of recent emails to follow up.

Take Flight Learning has provided the following project with a quote of \$22k all-inclusive (facilitation, materials, lodging, travel, etc).

**IMPORTANT NOTICE:** Never trust wiring instructions sent via email. Cyber criminals are hacking email accounts and sending emails with fake wiring instructions. These emails are convincing and sophisticated. Always independently confirm wiring instructions. Never wire money without double-checking that the wiring instructions are correct. This message and any attachments

This message and any attachments are intended only for the individual to whom it is addressed. They are confidential and may be privileged information. If you are neither the intended recipient nor the agent responsible for delivering the message to the intended recipient you are hereby notified that any dissemination of this communication is strictly prohibited and may be unlawful. If you feel you have received this communication in error please notify us immediately by returning this email to the sender and deleting it out of your email. Thank You. James Moore & Co P.L.

## Implementation Plan for the Florida Developmental Disabilities Council

**Objective:** Address cultural issues, improve team dynamics, enhance emotional intelligence, and foster individual accountability within the team of 12 employees.

**Timeline:** Kick-off in October 2024, with sessions continuing through the end of 2024 into early 2025.

**Location:** Conference facility in Orlando, FL and virtual in Zoom

### Assessments (September)

- *Taking Flight with DISC Profile*
- *Taking Flight with EQ Profile*
- *Team Dynamics Report*
- *Team Effectiveness Inventory (Pre- and Post-Training/Coaching)*

### Phase I: Kick-Off/Virtual Introduction Meeting (early October)

- Duration: 30 minutes
- Objectives: Outline goals, introduce the program, explain the assessment process, and set expectations.

### Phase II: In-Person Interactive Workshops (2 Days, October)

#### Day 1: Taking Flight with DISC

- Duration: One day
- Objectives: Learn how to apply the styles for individual success and to improve how they interact with others
- Assessment: *Taking Flight with DISC Profile*
- Overview
  - Introduce the four styles and where they came from
  - Engage in activities to heighten self-awareness
  - Link the styles to how they communicate, listen, take risks, manage stress, provide feedback, delegate work, manage conflict, respond to change, and more!
  - Learn how to flex their style to adapt to anyone in any situation
  - Create a personal action planning to turn insights into sustained results

#### Day 2: Team Dynamics

- Duration: One day
- Objectives: Dive deep into how the team works together to improve cohesion and performance
- Assessment: *Team Dynamics Report* and *Team Effectiveness Inventory*
- Overview
  - Engage in activities that allow them to experience their team dynamics in action
  - Discuss how your team's style composition impacts team dynamics
  - Identify the superpowers each style contributes to a team
  - Link the Stages of Team Development to the four styles and their level of growth
  - Identify the strengths and challenges of the team
  - Create ground rules to clarify expectations and enhance culture

### Phase III: Virtual Coaching Session #1 (October or November)

- Duration: 45 minutes/person conducted over two days
- Objectives: Provide personalized support to address individual challenges and development goals.
- Assessments: Review *Taking Flight with DISC Profile* results

#### **Phase IV: Virtual Training Program on Emotional Intelligence (November)**

- Duration: 3.5 hours
- Objectives: Increase emotional intelligence by heightening and improving self-awareness, social awareness, self-management and self-regulation
- Assessment: *Taking Flight with EQ Profile*
- Overview
  - Define Emotional Intelligence
  - Discover the four Components and 18 Talents of EQ
  - Understand EQ through the lens of the four styles
  - Delve deep into the emotions of each style
  - Understand how emotions and style impact effectiveness
  - Engage in partnered discussions to discuss understanding and applying EQ profile results
  - Utilize dynamic action planning to set goals

#### **Phase V: Virtual Check-in on Team Progress (December)**

- Duration: 90 minutes
- Objectives: Continue team development started at the in-person session
- Assessment: *Taking Flight with EQ Profile*
- Overview: Meet with the team to review Team Ground Rules with established in Day 2 of Team Dynamics and continue team development

#### **Phase VI: Virtual Coaching Session #2 (January 2025)**

- Duration: 45 minutes/person conducted over two days
- Objectives: Provide personalized support to address individual challenges and development goals.
- Assessments: Review *Taking Flight with DISC Profile* results

#### **Phase VII: Readminister Team Effectiveness Inventory (January)**

- Objectives: Evaluate team progress with a post-assessment
- Assessment: *Post-Training/Coaching Team Effectiveness Inventory*
- Overview: Participants complete the *Team Effectiveness Inventory* once again to identify where they are now

#### **Phase VIII: Virtual Team Check-in (late January or early February)**

- Duration: 90-minutes
- Objectives: Continue team development started at the in-person session
- Assessment: *Post-Training/Coaching Team Effectiveness Inventory*
- Overview: Team members review their current progress by examining gaps between earlier results and the current state of the team





# TEAM ENRICHMENT PROGRAM





# WHY VELOCITY



Velocity Advisory Group has led countless organizations through leadership development, team transformation, and culture change. We know what makes teams tick. We've seen the pitfalls many teams encounter without the proper training and development. We know that leaders within an organization play a vital role in defining the culture, strategies, and tactics that move the business towards its goals. Velocity unlocks leadership potential at a rapid rate.

Our Team Enrichment Program is designed to help provide leadership basics to any level within the organization. This 3-4 month program sets a solid framework for team members, whether newly promoted or needing a refresher. By establishing a common framework and language, this program deeply embeds essential skills and capabilities throughout the organization.

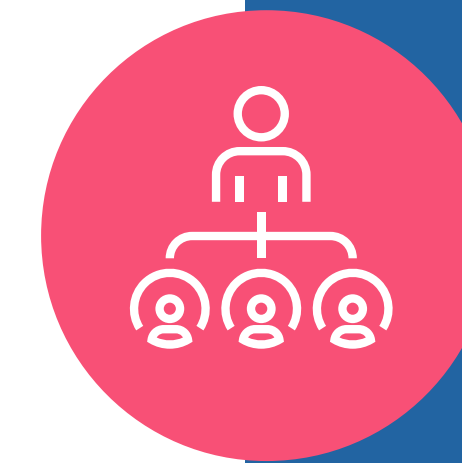


# VALUED CLIENT RELATIONSHIPS



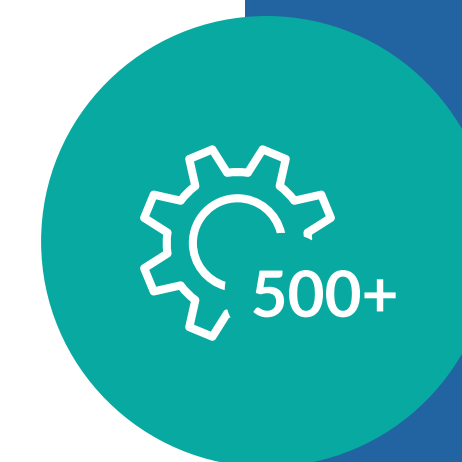
Clients:  
*Consulted for **1000+**  
organizations*

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Reach:  
*Trained **750,000+**  
leaders*

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Experience  
*Delivered **500+** Leadership  
Programs*





# HOW WE HELP

## Many Offerings—One Goal

Velocity offers a range of offerings anchored by our industry-leading **Executive Coaching** service.

It's all designed to **engage your employees** and **grow your business**.









# TEAM ENRICHMENT PROGRAM

Velocity will help support you through strategic workshop facilitation with engaging facilitators, toolkits, frameworks, and assignments. The cohort model helps to solidify what was learned in the workshops into day-to-day life.



# EXAMPLE STRUCTURE

Across 3-5 months, 3 Workshops, 1-hour reinforcement coaching calls  
*Sample Content*

Kick-off	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month
 Program kick-off w/Sponsors	<div>In Person Workshop: 1 1/2 days</div> <div>Topics covered:<ul style="list-style-type: none"><li>- Inside Scoop</li><li>- Teaming Agreement</li><li>- Leadership Foundations</li></ul></div>	<div>Virtual Workshop 90-minutes</div> <div>Topics covered:<ul style="list-style-type: none"><li>- Building Change Muscle</li></ul></div>	<div>Virtual Workshop 90-minutes</div> <div>Topics covered:<ul style="list-style-type: none"><li>- Empowerment 2.0</li></ul></div>	
	 Reinforcement Coaching Call #1	 Reinforcement Coaching Call #2	 Reinforcement Coaching Call #3	

# INVESTMENT OVERVIEW

Velocity will provide seasoned facilitators for each workshop and cohort coaching session. Some concepts will be covered additionally in cohort groups. We have a selection of content to choose from and can adjust learning modules if needed. If onsite, travel is not included and will be approved by client prior to event.

Engagement Components	Cost
<ul style="list-style-type: none"><li>• One (1) onsite, in-person session (1 1/2 days)<ul style="list-style-type: none"><li>- Modules include: Inside Scoop, Teaming Agreement, Leadership Foundations</li></ul></li></ul>	Included
<ul style="list-style-type: none"><li>• Two (2) 90-minute Virtual Workshops<ul style="list-style-type: none"><li>- Modules include: Empowerment 2.0 and Building Change Muscle</li></ul></li></ul>	Included
<ul style="list-style-type: none"><li>• Proprietary toolkits</li></ul>	Included
<ul style="list-style-type: none"><li>• Up to 12 Participants throughout the program</li></ul>	Included
Total	\$15,500



# SUPPLEMENTAL SLIDES



## Program topics

*Following slides cover more specifics in each workshop.*



# The Inside Scoop



Ever wonder why your messaging falls flat with others? Or you can't get a coworker to respond to emails? The Inside Scoop is an engaging activity, leveraging a toolkit designed to help you gain better awareness of your preferences and tendencies as well as your teams. Also known as... "The step-by-step guide of how to work with me", this activity will allow for your team to gain greater clarity on how to effectively work together in the future.

Coupled with an understanding of DISC, this activity rounds out the morning session with bringing greater understanding of the team make up and how to start working together more efficiently.



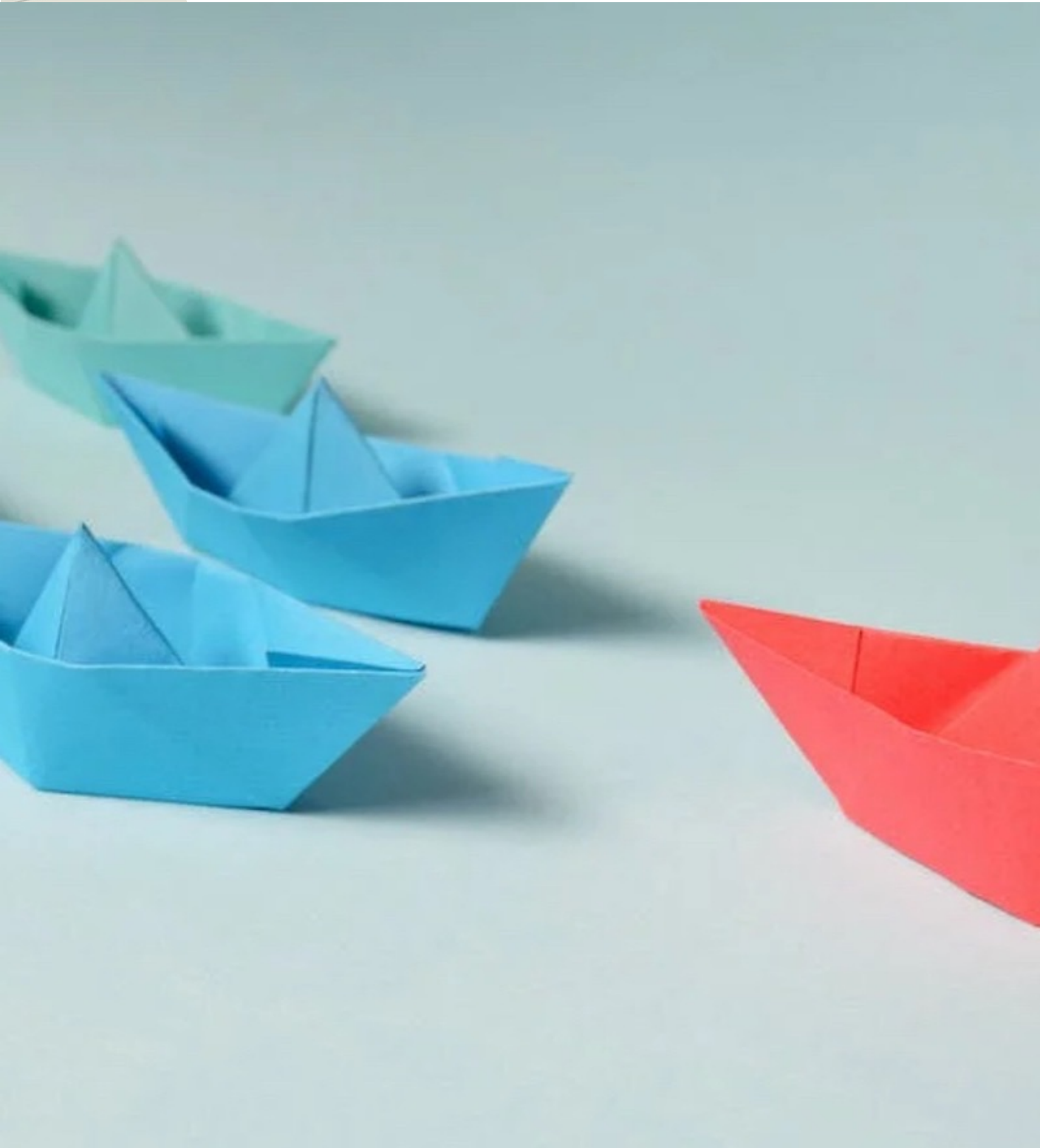
# Teaming Agreement

Every team goes through phases...Storming, Norming, Forming and Performing. Regardless of where your team is, you already have team norms that have been established. Things like...how long meetings run, expectations on presentations at meetings, whether laptops are allowed, video cameras on or off...

These norms are usually unspoken and can damage relationships if they are not understood and aligned with the individuals preferences on the team. This workshop helps define what the team norms are today, what we want to start, stop and continue with an agreement on what we will change moving forward. This is a great way to start or continue building trust.



# Leadership Foundations



This workshop covers the foundations of leadership. We start with understand what a leadership brand is, how to build it and how to cultivate essential behaviors to align with it. We briefly review DISC communication styles and how to leverage your team's styles to your advantage. Understanding how to effectively manage time sets you and your team up for success.

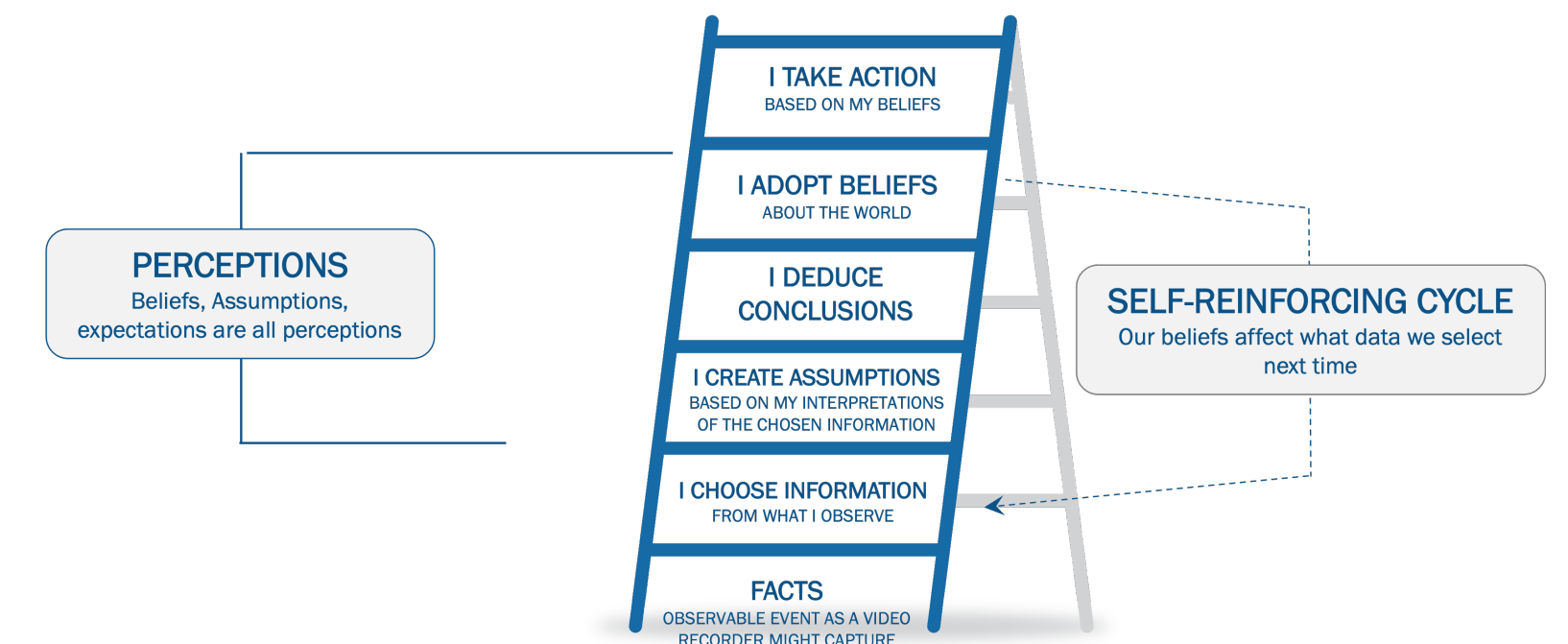
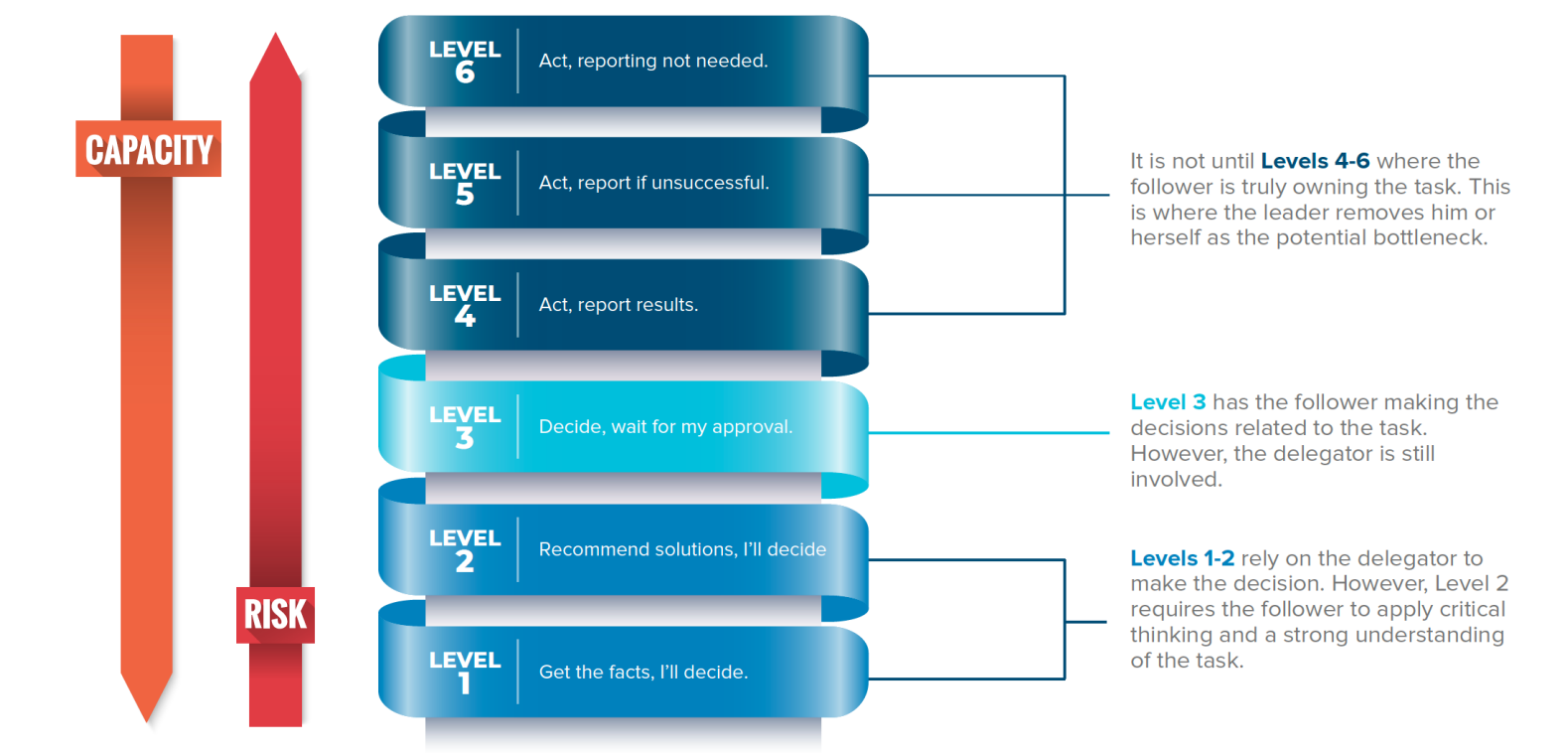
Delegation and Accountability are critical for any leader's success. Learn how to effectively delegate and hold people accountable for the tasks they are given through the Flexible Delegation and DONE models.



# Leadership Foundations

## PARTICIPANTS WILL:

- Create their leadership brand
- Enhance team trust
- Learn how to timebox their week
- Have greater self-awareness around accountability of themselves and others
- Discover the Delegation & DONE Model for Transparent Executions
- Learn the ladder of inference





# Building Change Muscle

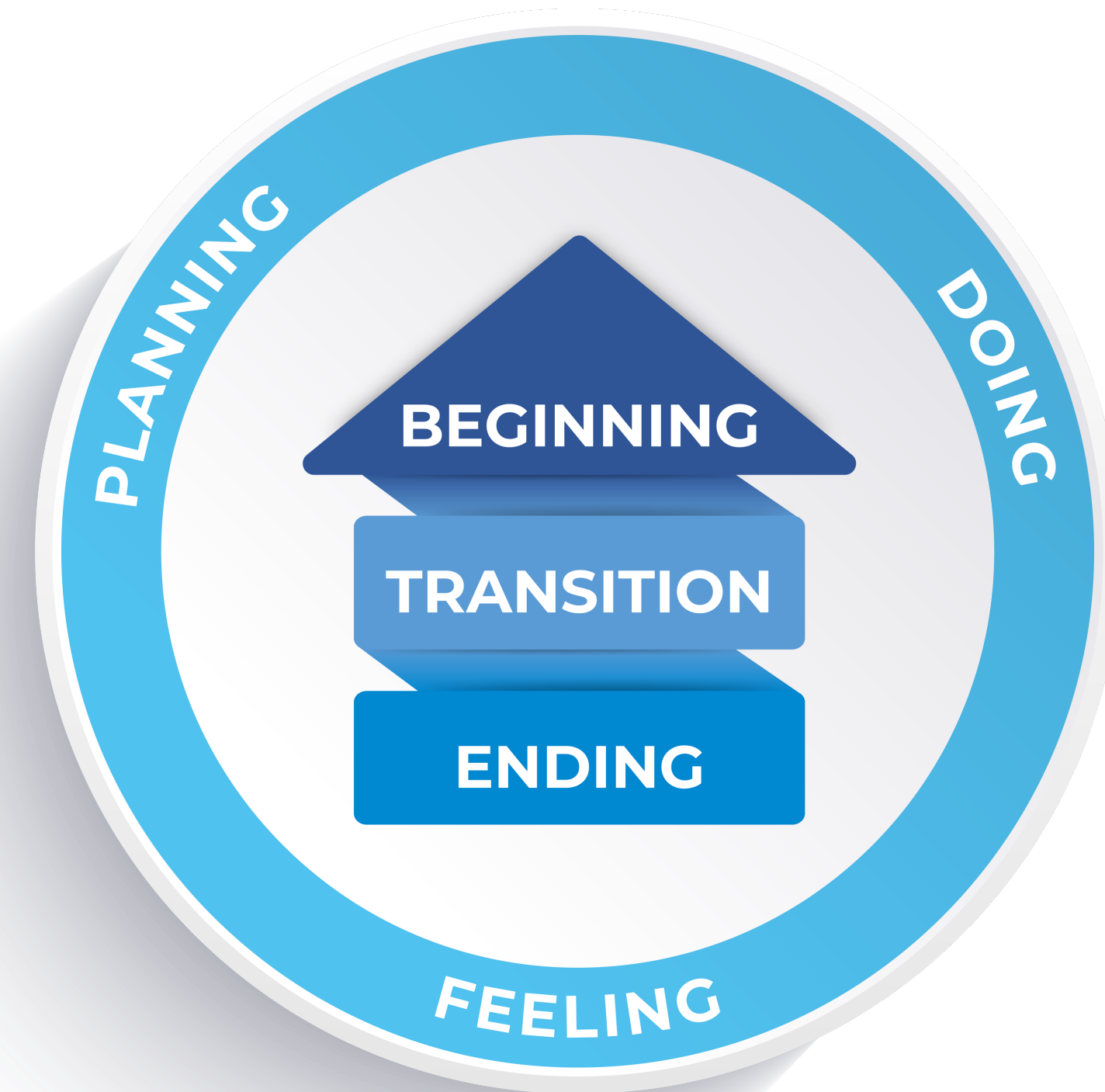


Change is the only thing constant in our lives. This workshop explores the types of organizational change, how change is experienced at the Macro level and then how it translates to employees. When you have multiple change initiatives underway, how do you communicate the right messaging, at the right time and with enough information? Learn the tools on how to make change easier for you and your employees.

# Building Change Muscle & Psych Safety

## PARTICIPANTS WILL LEARN:

- The types of organizational change
- The evolution from one thing ending to another beginning
- The brain science around change and supporting teams
- The common resistors to organizational change and how to navigate them
- The Change Journey & Change Success Formula





# Empowerment 2.0



The key to empowering others is having Trust. Building Trust takes time and energy. In order for employees to feel empowered to do their jobs, we have to not only look at how we as leaders show up but changing our mindset on how to create space for others to encourage and build empowerment. This workshop enables employees to see themselves as active agents in both advancing the organization's agenda and forging their own careers. When empowerment is woven into the culture, execution, innovation, and talent retention becomes the norm.

Topics covered include: 6 core empowerment behaviors, closed vs open mindsets and Coaching for High Performance. Until your leaders understand that coaching others to high performance is a critical skill, the success of your employees and teams will be limited. In this workshop participants will learn a range of proven strategies and tools to bring out the best in others.



# Empowerment Mindset

## THIS SESSION WILL COVER:

- The Art and Science of Empowerment- it takes both to be effective
- The 6 mindsets to empowering others (Open Communication, Active Listening, Open to Ideas, Seeks Development, Encourages and Delegates)
- How to know when to have an open vs a closed mindset

## Setting the Stage for Empowerment



Open Communication



Active Listening



Open to Ideas



Seeks Development



Encourages



Delegates



# THANK YOU!





## **Florida Developmental Disabilities Council**

### **Overview of Coaching Services and Proposal**

#### **Brian Hilliard Bio**



**Brian Hilliard** is a popular speaker, consultant, and author of eight books including the best-selling books *Networking Like a Pro* and *How to Overachieve Without Over Committing*.

A graduate of Duke University, Brian shows individuals and organizations what to do - and stop doing - to accelerate their results and reach their goals faster.

Brian started his consulting business in 2001. In addition to authoring eight books, Brian has published 300+ podcast episodes and has spoken to over 400 audiences in the areas of communication, leadership, and high-performance team success.

Brian was instrumental in creating the *Next Level Leadership Program* for the Association of Florida Colleges and facilitated that program from 2021 to 2023. In addition, Brian is a two-time conference speaker for the Florida Society of Association Executives, including delivering one of their keynotes in 2023. Brian is also a five-time conference speaker for the HR Star Conference, including keynotes in Cleveland, Ohio, and San Francisco, CA.

Brian's work has appeared nationally in Entrepreneur Magazine, Black Enterprise, and the Martha Zoller Morning Show – where his interview was broadcast to over 2 million listeners.

Prior to starting his business, Brian worked for GE Capital and led teams of 20+ Associates in several offices in the Retailer Financial Services (credit cards) business unit.

Brian has 2 dogs (Nero & Baxter), a slightly over-sized cat (Willow), 2 indoor cats who used to be outdoor cats (Luna & Angel), and a loving partner (Deb), who has encouraged him over the years.

#### **Partial Client List / Appearances**

Florida Council for Resource Development  
Association of Florida Colleges  
Florida Society of Association Executives  
University of Texas @ San Antonio  
HR Star Conference

Children's Trust of Alachua County (Florida)  
Mass Mutual (Atlanta, GA)  
Houston Minority Supplier Development Council  
Georgia Minority Development Council  
National Financial Services Group

## Overview of Coaching Plan

### Objective:

To better equip the Council to successfully execute its mission of affecting policy and services for people with intellectual and developmental disabilities and their families within the state by providing Executive Coaching & Team Building to employees of the Council.

### How:

By engaging in a series of workshops, small group, and individual sessions focusing on communication, culture, and leadership. In terms of specifics, we're looking at the following:

- 1 Introduction Meeting (virtual, 45 min)
- 4 Highly Interactive Workshops (1 Physical + 3 Virtual, 90 mins each)
- 4 Small Group Pods (3 to 4 people per pod, 45 mins each, Virtual)
- 24 Private Coaching Sessions for the Team (45 mins each, Physical + Virtual)

### The Plan:

The current situation is relatively complex with a number of moving parts. However, the plan for moving forward is very straight forward.

**Step 1: Initiate a Full Team Workshop (physically), where we talk about communication, leadership, and team building.** We will also use the "Strength Finders" Assessment tool, which is an assessment designed to "reflect the unique ways you and your co-workers contribute to the team and organization. And by understanding how these behaviors manifest day to day, you can take steps to accommodate your people's needs, and improve your team as a whole."

**Desired Result:** To get everyone on the same page as it relates to more effectively working together and begin laying the groundwork for an improved leadership and culture within the Council.

**Step 2: Initiate Small Group Sessions of 3 to 4 team members, where we meet virtually for 40 to 45 mins, every other week.** These would be "mini mastermind" sessions where we talk about "what's working at work" and what could be better. I've found that when the "solutions" to employee problems come from their peers vs. one person "telling them what to do," people are much more receptive to the feedback.

**Desired Result:** To build trust at a small group, cross functional level that then begins to permeate throughout the organization.

**Step 3: Initiate individual coaching sessions, where we meet virtually for 40 to 45 minutes per session.** These sessions would develop a 1 on 1 relationship with the Team which contributes significantly to improving communication or other issues that might arise.

**Desired Result:** To create a safe, confidential environment where people can talk about the issues affecting them at work and develop alternative solutions for better handling those situations.

**Note:** This plan is not linear. We'll start off with a workshop and some individualized sessions in person. Then we'll kick off the virtual small group sessions that will continue every 2 or 3 weeks for a few months, with a couple more virtual workshops happening in between.

**Summary:**

Four workshops, 4 small group sessions, and 24 Individualized coaching sessions over a period of 4 to 5 months.

## Timing

**1)** A 45 min Virtual Kickoff starting in June where I can layout the vision of our time together, people can get a chance to get to know me, and I can begin talking about the Strength Finders Assessment and get them familiar with it. This option would give us a little more time to set up the physical workshop session but will get the ball rolling and moving forward to improving organizational communication, culture, and leadership. There would NOT be an additional charge for this 45 min virtual session.

**2)** **Timing and getting off to a fast start in these situations are especially important.** Groups and organizations usually do not fix themselves by themselves, otherwise they wouldn't be in the situation in the first place. But they can get worse by waiting. With that in mind, **my recommendation is that we try our best to start the first physical workshop in July 2024.** Once we complete the first physical session, the next several weeks are virtual sessions and can be scheduled around individual employee needs.

## Investment Proposal

The total investment for coaching services as outlined above is **\$12,250**.

This does not include travel (flight/hotel) but does include purchasing the Strength Finders Assessment for the entire organization, which we'll use as a starting point.



**Kristen Conlin**

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**From:** Danielle Towery <Danielle.Towery@jmco.com>  
**Sent:** Friday, June 28, 2024 9:48 AM  
**To:** Valerie Breen  
**Subject:** Compensation Market Study  
**Attachments:** Compensation Resources Proposal.pdf; Culpepper - Florida Developmental Disabilities Council Proposal.pptx; MGT Consulting Proposal.pdf

Valerie,

Attached are all 3 proposals for the compensation market study requested by the Executive Committee. Below is a brief summary of each. Please note that best practice and recommendation from all sources is to focus on comparable positions in the market where FDDC is competing for talent. This means that obtaining market data from like agencies in other states does not serve this purpose. However, the survey companies can obtain publicly-accessible data, including from other states.

**Compensation Resources (\$5,400)**

- Recommended vendor on SHRM
- Founded in 1989
- Information collection will include:
  - job descriptions
  - position description questionnaire
  - org chart
  - current salaries
  - a kick-off meeting to help them better understand the organization, challenges, and specifics on positions.
- Sources are multiple published surveys and subscription salary services in CR's extensive research library
- Data provided will include:
  - 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles for each position based on the competitive market study
  - Recommendations for aligning positions with the market
- Estimated timeline is 2 weeks from data collection, assuming no undue delays in obtaining information or scheduling meeting with stakeholders

**Culpepper and Associates (\$8,995)**

- Recommended vendor on SHRM
- Founded in 1979
- Information collection will include:
  - job descriptions
  - job matching questionnaire
  - org chart
  - current salaries
  - project kick-off meeting with ED and HR to gain a better understanding of positions
  - job matching meetings to gain leader and HR input to validate job matches/career levels
- Sources are multiple published surveys and subscription salary services in Culpepper's extensive research library, as well as specific publicly-accessible data
- Data provided will include:
  - Minimum, midpoint, and maximum for each position based on the competitive market study
  - Recommendations for aligning positions with the market

- Estimated timeline is 4-6 weeks including data collection, assuming no undue delays in obtaining information or scheduling meeting with stakeholders
- Fee includes a one-year license to Culpepper's compensation database which is updated on a monthly basis
- Fee includes up to 5 hours of post-project consulting/support

#### **MGT Consulting (\$17,925)**

- Firm previously used by FDDC for compensation study
- Founded in 1974
- Information collection will include:
  - job descriptions
  - org chart
  - current salaries
  - an initial meeting
- Sources are up to eight (8) identified, comparable organizations
- Data provided will include:
  - Salary comparisons, findings, and recommendations
  - Recommended pay plan and position adjustments, with the financial impact of recommendations
- Estimated timeline is within 2.5 months including data collection, assuming no undue delays in obtaining information or scheduling meeting with stakeholders

My recommendation is Culpepper & Associates. MGT Consulting proposal is far more than is necessary. Compensation Associates uses only their existing library of surveys. Culpepper, quoting \$3,595 more than Compensation Resources, will additionally include publicly-accessible, relevant data from other states (not just library of data) as well as follow-up consultation (5 hrs) and one-year access to their compensation database. However, I believe you will obtain reliable data and outcomes from Compensation Associates, if the cost savings is a priority.

**Danielle Towery, PHR**

**HR Consultant**



**Ph: 888-387-6851**

**Email: [Danielle.Towery@jmco.com](mailto:Danielle.Towery@jmco.com)**

**Website: [www.jmco.com/hr-consulting/](http://www.jmco.com/hr-consulting/)**



**IMPORTANT NOTICE:** Never trust wiring instructions sent via email. Cyber criminals are hacking email accounts and sending emails with fake wiring instructions. These emails are convincing and sophisticated. Always independently confirm wiring instructions. Never wire money without double-checking that the wiring instructions are correct. This message and any attachments

This message and any attachments are intended only for the individual to whom it is addressed. They are confidential and may be privileged information. If you are neither the intended recipient nor the agent responsible for delivering the message to the intended recipient you are hereby notified that any dissemination of this communication is strictly prohibited and may be unlawful. If you feel you have received this communication in error please notify us immediately by returning this email to the sender and deleting it out of your email. Thank You. James Moore & Co P.L.



## Proposal to Conduct a Competitive Market Study

June 17, 2024

June 17, 2024

Valerie Breen  
Executive Director  
Florida Developmental Disabilities Council, Inc.  
124 Marriott Drive, Suite 203  
Tallahassee, Florida 32301-2981

Dear Valerie:

EA Compensation Resources LLC, an EisnerAmper Company (hereinafter "Compensation Resources" or "CR") is pleased to submit our proposal to Florida Developmental Disabilities Council, Inc. (hereinafter referred to as "FDDC" or the "Organization") to conduct a competitive market study covering approximately nine (9) unique position titles, capturing Base Salaries, using published survey data at the 25th percentile, Market Average, and 75th percentile.

The goal of this study will be to determine the Organization's market competitiveness for the positions, based on relevant published survey data. The results of our assessment will position FDDC with information to make sound decisions regarding compensation, moving forward.

CR has over 30 years of experience providing executive compensation, salary administration, sales compensation, pay-for-performance and incentive compensation, and performance management programs. Our consulting philosophy involves on-going interaction and communication with our clients throughout the active phases of our engagement, with periodic follow-up afterwards to ensure that the final deliverables have met your needs.

We are enthusiastic about working with FDDC on this important project. We are committed to the success of this project and to adding value to the Organization through the services we provide.

Respectfully submitted,  
Compensation Resources



Mary A. Rizzuti, CCP, PHR, SHRM-CP  
Partner, Eisner Advisory Group LLC  
[mrizzuti@compensationresources.com](mailto:mrizzuti@compensationresources.com)  
201.710.6476



Ryan Funsch  
Senior Manager  
[rfunsch@compensationresources.com](mailto:rfunsch@compensationresources.com)  
201.710.6479

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# Methodology

CR's systematic approach, presented below, provides us with the ability to listen to our clients and understand their needs, so we may provide support in identifying practical solutions that positively impact their business and human capital success.

**Step 1 - Gather Information:** We will prepare a list of information that we will need to review during the course of this project. This will include employee census data, organizational charts, job descriptions, current financial data, and other related information. In addition, we will conduct a kick-off session with FDDC, which will help us to better understand the Organization, its organizational challenges and obstacles, and specifics on the covered positions.

**Step 2 - Review Job Descriptions:** Job content provides a solid foundation for any compensation study. We will collect and review job information, in order to fully understand the duties and responsibilities of each position. Where job information needs to be supplemented, we will provide a brief Position Description Questionnaire (PDQ)<sup>1</sup> to employees in order to collect the job-related data, with an expectation of completion on a timely basis.<sup>2</sup> CR will not write or update job descriptions as a part of this project.

**Step 3 - Conduct Market Study:** The compensation study will form the basis for understanding current compensation levels of the positions against the competitive marketplace. Using current job descriptions to identify the comparable positions within the marketplace in which FDDC competes, we will conduct a detailed market study of approximately nine (9) unique position titles, covering eleven (11) employees. The market analysis will provide competitive information on Base Salary at the 25th percentile, Market Average, and 75th percentile for the positions relative to FDDC's appropriate labor market.

To establish the competitive market levels, we would use data obtained from multiple published surveys and subscription salary services within CR's extensive onsite research library. We will carefully analyze the data collected, compile the results, and ensure that the data collected is representative and realistically characterizes the compensation of the identified positions within FDDC. Statistical analyses will be conducted in order to develop a market consensus for each

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<sup>1</sup> PDQs consist of questions that examine the various components that comprise a position in order to assess the scope of the position in-depth, including reporting relationships, duties and responsibilities, licensing requirements, qualifications, etc.

<sup>2</sup> A delay in the receipt of job descriptions and/or completed PDQs may impact the timeframe.

position consistent with FDDC's market positioning. Thereafter, CR will conduct an analysis of the actual compensation of each incumbent as compared to the market value of the respective position, in order to understand the relative positioning against the market.

**Step 4 - Prepare Report of Findings:** Subsequent to our market study, CR will prepare and present a report to FDDC. The report will include an overview of our methodology and a summary of our findings with regard to Base Salaries. In addition, we will provide recommendations for aligning employees with the market, as appropriate.

**Deliverables:**

- Competitive Market Study
- Analysis of actual salaries
- Report of findings

## ■ Project Timetable

The estimated timetable for completing the requested services, as outlined, is approximately two (2) weeks. Our ability to meet this timetable assumes a start date in June or July 2024, as well as no undue delays in obtaining information or scheduling discussions with key stakeholders.

The timetable indicated above is based on our experience with similar projects, and we will strive to meet this timetable as closely as possible, assuming limited extenuating circumstances. However, we recognize that a certain degree of flexibility may be needed and, therefore, we will work with you to adjust this timetable as appropriate.



# ■ Proposed Fees

Based on the work plan described, professional fees for this project will be \$5,400. In addition to our professional fees, we are reimbursed for out-of-pocket expenses relating to travel, overnight delivery, and any required and approved expenditures. We also charge a flat 10% of professional fees to cover our library maintenance fee and support services related to this project.

All work will be conducted virtually.

## Professional Arrangements

Terms of payment are net 30 days from the date of the invoice. The client is obligated to pay the full amount agreed to under this contract when services are performed and deliverables are met by CR. If the client postpones or deviates from the project scope, the client is responsible for payment in full if the delay exceeds ninety (90) days beyond the date specified in the proposal unless it is mutually agreed to by both parties.

Our billing arrangements, including the 10% administrative fee, will be as follows:

- \$5,940 due at the conclusion of the project \*
- \*Plus applicable reimbursable expenses*

# ■ Project Team

The team we have assigned to this project includes the following individuals:

## **Mary A. Rizzuti, CCP, PHR, SHRM-CP**

Mary A. Rizzuti is a Partner with EisnerAmper Advisory Group and the Practice Leader for Compensation Resources and EisnerAmper's HR Advisory and Outsourcing practice. Mary has over 25 years of compensation experience, with extensive experience within the not-for-profit and private company sectors, providing clients with comprehensive consulting in the areas of Executive Compensation, Salary Administration, Sales Compensation, and Performance Management, and advises Senior Management and Boards of Directors on applying best practices and market data within their organizations. Named to ROI-NJ's prestigious list of 2024 Influencers: Women in Business, Mary coordinates and executes business development initiatives while building strong working relationships with clients and strategic partners.

She is also responsible for executing the firm's vision and strategic plan, while continuing to develop relationships with a wide range of privately-held, publicly-traded, and not-for-profit clients. Mary delivers customized compensation strategy sessions to Senior Leadership, as well as human resources assessments for our clients.

Prior to launching her consulting career in 1997, Mary was employed by Sidley Austin, LLP (formerly Brown & Wood) in New York as a training coordinator and paralegal. Mary graduated Magna Cum Laude with a Bachelor of Science (BS) in Management with a concentration in Human Resource Management from Dominican College. Mary holds the Professional in Human Resources (PHR) and SHRM Certified Professional (SHRM-CP) certifications and is a member of the Society of Human Resource Management (SHRM). She is also a member of WorldatWork and holds the Certified Compensation Professional (CCP) certification. She also sat on the Board of a local not-for-profit organization from March 2014 through June 2015.

**Ryan Funsch**

Ryan Funsch is a Senior Manager with Compensation Resources. With over 15 years of collective compensation and human resources experience, he is primarily responsible for project management, as well as providing consulting services relating to the design and development of compensation programs involving executive and staff compensation, salary administration and benchmarking studies, incentive plan designs, performance management, job architecture and competency modeling.

In his role as Senior Manager, Ryan performs various consulting activities, including compensation benchmarking, detailed research and peer group development, data and modeling analyses, report preparation, and job description development as well as collaborating with Senior Consultants on multiple projects. Ryan supports both for-profit and not-for-profit clients across many industries including banking, healthcare, education, manufacturing, and more.

Prior to launching his consulting career, Ryan held Human Resources positions both in the private and public sectors. Ryan graduated from Montclair State University with a Master of Business Administration (MBA) and a Bachelor of Arts (BA) in Economics and Political Science.

**Aileen Carey**

Aileen Carey is a Compensation Analyst with Compensation Resources. She is mainly responsible for assisting with development of compensation plans, job analysis/evaluation, data extraction and analysis, and market pricing. Alongside these responsibilities, she also assists Senior Consultants on various projects.

Aileen graduated from Rowan University with a Bachelor of Arts (BA) in Mathematics with a minor in Statistics. She also completed two Certificates of Undergraduate Study in Business Analytics and Spanish.

# Client Testimonials

In 2021, EisnerAmper began conducting a Client Satisfaction Survey. Compensation Resources earned anywhere from a 4.9 star rating to a 5.0 star rating from our clients. The following is a selection of direct quotes from some of the 2023 respondents:

"I love using Compensation Resources (CR) for our compensation needs. We've used big consulting companies in the past, but they try to force us into using their cookie-cutter templates- and that is just not us. Having worked with CR on 2 projects already, they take the time to understand our company and customize solutions that fit us best. We will be back in 3 to 4 years for an update and refresh."

*Vice President Human Resources, Recreational and Sports Facility*

"CR helped us formulate a very comprehensive and profitable comp plan for our team. All stakeholders bought into the end result as well. Highly recommend."

*CFO, B2C ECommerce/Technology Company*

"They are very responsive and provide high quality work product."

*Board President, Not-for-Profit Association*

"CR understands our business, is always resourceful and proactive with our needs."

*Chief of Human Resources, Not-for-Profit Health Care*

"Throughout the entire experience CR was very knowledgeable, responsive, and flexible to our requests. Although it took us longer than I had hoped to finalize the project scope and agreement (totally on us), CR was still willing to accelerate the timeframe of the project to meet our very aggressive schedule."

*VP of People, Manufacturing Company*

"Excellent experience with Compensation Resources and the deliverables were spot on. Extremely professional and knowledgeable staff."

*VP Human Resources, Not-for-Profit Social Services*

"We first engaged CR in 2015 and they helped us to establish a logical systematic way of evaluating compensation. They helped us with our Salary Administration Policy (SAP), which has stood the test of time and situations. They are professional, easy to work with and knowledgeable."

*Controller, Not-for-Profit Social Services*

"Excellent Experience."

*Director of Human Resources, Financial Services Company*

"Mary Rizzuti and her team always exceed my expectations!"

*AVP Human Resources, Not-for-Profit Education Sector*

"Compensation Resources quickly understood the exact need and provided a fast, efficient response accordingly."

*Consultant, Real Estate/Construction Company*

"Have been using CR for a number of years and I am always satisfied with the work."

*EVP & COO, Not-for-Profit Health Care*

"Have had a long-standing relationship with Mary and her team. They are outstanding - I wouldn't ever use another compensation partner."

*VP Administrative Services, Real Estate Company*

"Of the many firms that I have partnered with over the 20 years that I have been in HR, Compensation Resources has been the one company that has always gone above and beyond in its delivery. I could always count on their expertise."

*SVP Organizational Effectiveness, Insurance Company*

"I always look to CR as a subject matter expert in the salary consulting field."

*Operations Administrator, Not-for-Profit Cultural Organization*

"CR understands my company's philosophy and needs, is thorough in the work and is a delight to work with."

*Director of Human Resources, Retail Company*

## ■ HR Advisory & Consulting Services

In addition to our compensation consulting services, we also offer assistance with the following:

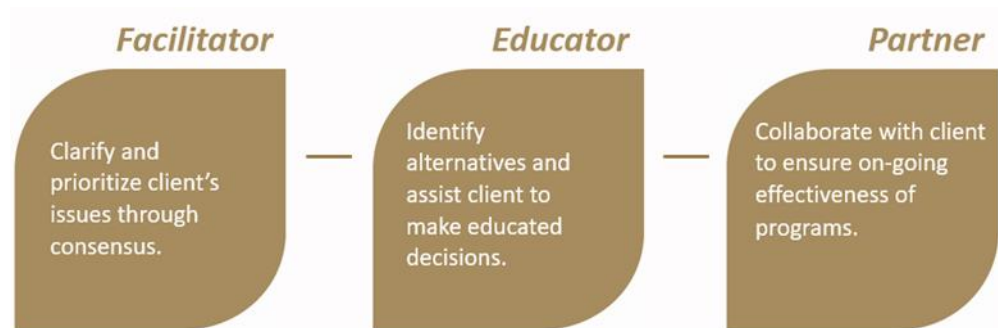
1. **Benefits and Payroll:** Conduct benefits onboarding/offboarding along with invoice reconciliation and process payroll based on the Organization's existing schedule.
2. **Employee Relations and Compliance:** Ensure compliance with HR regulations and provide employee support.
3. **HR Assessments and Audits:** Conduct a review of current HR policies and processes. Provide SWOT analysis.
4. **HR Best Practices, Policy Development and Strategy:** Develop custom HR policies and programs that align with your business objectives.
5. **Talent Acquisition and Onboarding:** Find the right candidates and smoothly integrate them into your business.

For more information, please visit <https://www.eisneramper.com/outsourcing-hr-services/>

## Firm Information

Compensation Resources was founded in 1989 and became part of EisnerAmper's advisory practice in March 2020. We are focused on providing impactful, professional expertise, supported by collaborative, responsive interactions with clients.

Our three-fold philosophy regarding consulting assignments, assumes three roles:



We are highly committed to plan effectiveness and alignment, and are dedicated to providing the necessary assistance to ensure the programs we design work effectively over time. CR is large enough to get the job done quickly and efficiently, while small enough to take a personal and professional interest in each aspect of an assignment. Our affiliation with EisnerAmper provides access to over 3,000 accounting professionals, as well as consultants and advisors who can support you in many other financial, technology and risk areas.

The CR team is staffed with experienced compensation and human resources professionals who have appropriate credentials and possess broad general knowledge and specialized experience in the design and implementation of a variety of compensation programs.

Significant resources are devoted to training and educating our staff to ensure they remain abreast of all matters that impact our consulting practice. Project leaders are committed to the success of the project and to building long-term client relationships with our clients.

# Engagement

Should you decide to retain our services, we will forward you an Engagement Agreement for execution. We look forward to working with you on this project and building a long relationship of support and advisement to Florida Developmental Disabilities Council, Inc.

On behalf of Compensation Resources, thank you for giving us an opportunity to submit this proposal.

Sincerely,



Mary A. Rizzuti, CCP, PHR, SHRM-CP  
Partner, Eisner Advisory Group LLC  
Compensation Resources

EA Compensation Resources LLC is a subsidiary of Eisner Advisory Group LLC. "EisnerAmper" is the brand name under which EisnerAmper LLP and Eisner Advisory Group LLC provide professional services. EisnerAmper LLP and Eisner Advisory Group LLC are independently owned firms that practice in an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. EisnerAmper LLP is a licensed CPA firm that provides attest services, and Eisner Advisory Group LLC and its subsidiary entities provide tax and business consulting services to clients and provide staff and other administrative resources to EisnerAmper LLP. Eisner Advisory Group LLC and its subsidiary entities are not licensed CPA firms.

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**Compensation Consulting Services Proposal**  
**Florida Developmental Disabilities Council**

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**September 3, 2024**

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# Project Objectives and Overview

## Objectives

The objective of this project is to study comparative compensation market practices against current practices of Florida Developmental Disabilities Council (“Client”). Culpepper and Associates, Inc. (“Culpepper”) will provide analysis and recommendations based on findings and create deliverables tailored to your organization’s goals and objectives.

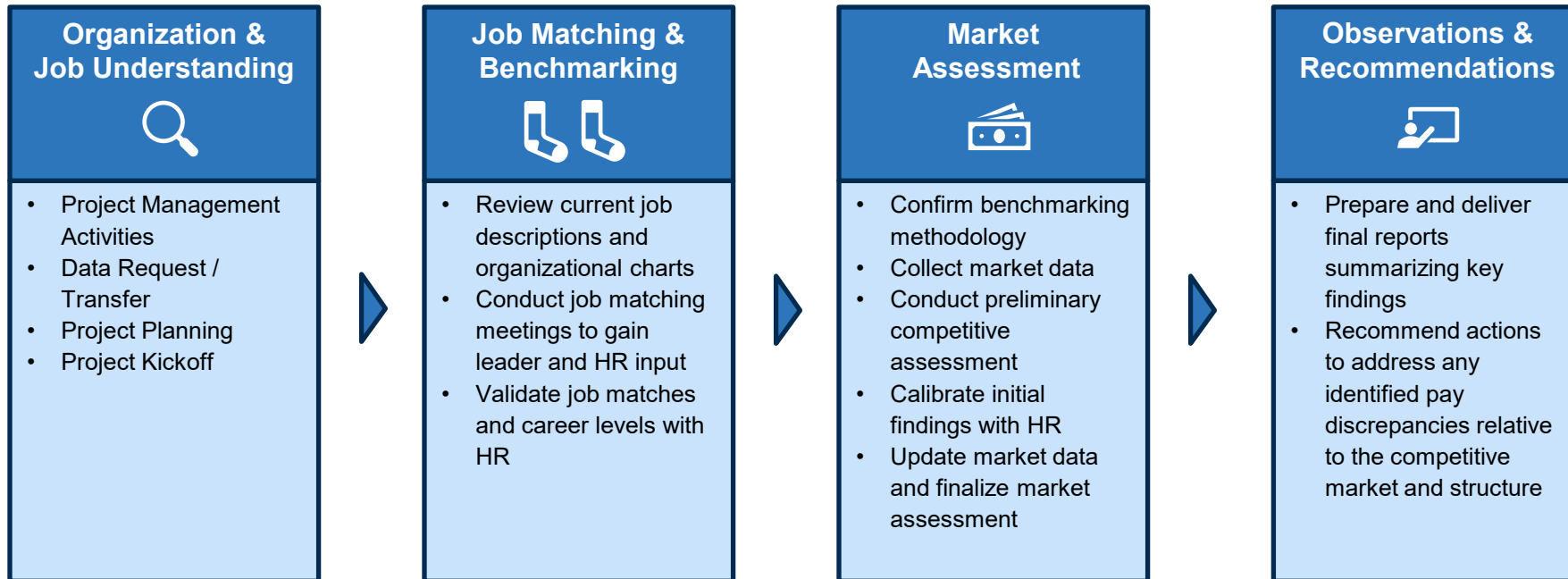
## Overview

As detailed through earlier needs assessment conversation, there are approximately 10 unique positions to review across all job functions in the US. This study will include all applicable incumbents and incorporate an analysis of each unique position’s core responsibilities and requirements.

This study will include a review of market base salary, short-term incentives/bonuses, and total cash compensation for jobs at all levels. Areas of concern/market disconnect will be highlighted.

# Proposed Approach

Based on our understanding of your Compensation needs and goals, we propose the following workstreams to achieve your program goals:



# Why is Culpepper Consulting Different?

## WHY CHOOSE US

At Culpepper, we partner with our clients to ensure their needs are met now, as well as in the future



### Passionate

We are passionate about providing exceptional compensation solutions for our customers. We do not use a “one-size-fits-all” approach; we tailor solutions to fit the unique mission, operating model, and culture of your organization.



### A Partner Who Works With You

We work closely with you at every step in the process to assess, design, and implement solutions customized for your organization. We are flexible, responsive, and within reach to help you address your compensation program needs. There’s no bait and switch; you will collaborate directly with the individuals you meet from project onset through project completion.



### Ongoing Assistance

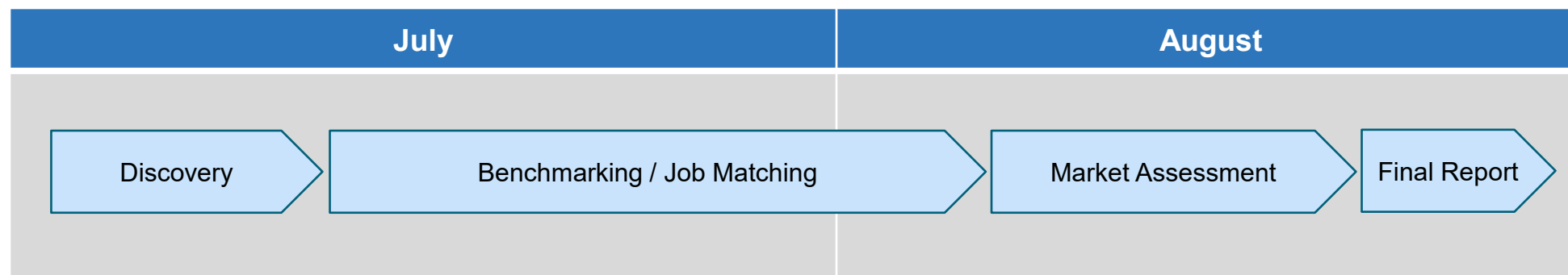
We understand the rapidly changing and dynamic nature of the business world. To support you on your journey, we provide an extra 5 consulting hours at no additional charge, to be utilized post-project completion. We are committed to ensuring your continued success for the long term.



### Access to Data

All of our consulting projects include a one-year license to our Compensation database at no additional charge. Our database is updated on a monthly basis, ensuring you have continuous access to the most up-to-date market data at all times.

# Timeline & Fees



## Fees

Consulting Fees are based on our best estimate of the time and level of consulting required to deliver the project. The estimate below will be total cost incurred, unless there is a mutually agreed upon change in scope, or additional services are selected.

Scope of Services	Fees	Timing
<ul style="list-style-type: none"><li>Benchmarking &amp; Competitive Assessment ~10 jobs</li><li>Observations &amp; Recommendations</li><li>1-Year Culpepper Small Business 50 Consulting 5 Compensation Subscription License</li><li>Post-project Consulting Support (Up to 5 hours)</li></ul>	\$8,995	4 – 6 Weeks

Not quoted in the fees for work listed above:

- Cost of external data sources which may be necessary to build complete data for all jobs in all relevant labor markets.
- Management training or presentation of compensation program guide to individuals excluded from final report presentation.
- Training, presentations, and other solutions requiring on-site services will incur additional fees of \$2,500 USD per day plus travel expenses billed at actual cost.

# Team Introduction



**Natalie Croy, CCP**  
**Vice President,**  
**Compensation Consulting**

Natalie has nearly 20 years of compensation experience in which she has helped a broad range of organizations in the review and design of compensation programs, including privately owned companies, government organizations and large publicly traded organizations. Prior to joining Culpepper and Associates as their Director of Compensation Consulting, Natalie served as the Director, Global Compensation for a \$4.5B publicly traded Technology company. Prior to that, Natalie worked at Mercer, gaining deep expertise in job evaluation, compensation analysis, and project management.

Natalie earned a BS in Business Administration from University of Phoenix. She is a member of the Atlanta Area Compensation Association (AACA) and received her CCP designation from WorldatWork in 2007.



**Jeremy Hudson**  
**Principal Compensation Consultant**

Jeremy has over nine years of compensation experience, spending the majority of that time advising clients on their compensation programs. Jeremy has supported clients through job evaluations, pay structure design, career framework design, sales incentive assessments, and related cost impact analyses. He has worked with clients across multiple industries, including manufacturing, retail, wholesale, and higher education. Prior to joining Culpepper and Associates, Jeremy served as the Senior Compensation Manager for a \$1.7B high tech company. Prior to that, Jeremy worked with Mercer as a Compensation Consultant gaining expertise across broad-based compensation programs and best practices.

Jeremy earned his BS in Psychology from Presbyterian College and earned his MBA from the University of South Carolina. He is also a member of the Atlanta Area Compensation Association.



**Dominic Fortuna, MHR**  
**Senior Compensation Consultant**

Dominic has several years of combined human resources, recruiting and compensation experience. Prior to joining Culpepper and Associates, Dominic served as a Senior Compensation Analyst for an \$8.6B publicly traded global Financial Technology company where he was responsible for administering broad-based compensation programs including base pay, short-term incentives, and long-term incentives.

Dominic earned a BS in Psychology and a Minor in Statistics from the University of Georgia as well as a Master of Human Resources from the University of South Carolina. He is a member of the Atlanta Area Compensation Association (AACA) and is working towards completing his CCP (Certified Compensation Professional) certification.

# Team Introduction



**Katie Kaplan, CCP, GRP**  
**Compensation Consultant**

Katie has over ten years of experience in the field of compensation. Her compensation experience includes administering broad-based compensation programs, performing job evaluations, writing job descriptions, and forecasting costs for new pay practices and initiatives. Katie has assisted Culpepper clients for many years in benchmarking their roles and in determining how to use market data to make sound decisions for their organizations.

Katie earned a Bachelor of Arts (AB) in International Affairs at the University of Georgia and a Master of Public Administration (MPA) at Georgia State University. She currently holds certifications through WorldatWork as both a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP).



**John Shepard, CCP**  
**Director, Strategic Accounts & Compensation Consulting**

John has over 16 years of experience advising Culpepper clients on market pricing and benchmarking. As a Certified Compensation Professional (CCP), John has assisted Culpepper clients in determining how to utilize compensation survey data to make sound decisions for their organizations.

John holds a Bachelor's of Business Administration in Managerial Sciences with a focus in Human Resources from Georgia State University.



**Heather McCranie**  
**Compensation Consultant**

Heather has nearly 20 years of human resources and compensation experience in the healthcare sector. Prior to joining Culpepper and Associates, Heather served as Manager Compensation for a 35,000 employee, \$4.2B healthcare organization. Her compensation experience includes administering broad-based compensation programs to attract and retain talent, performing job evaluations, benchmarking jobs, and forecasting costs for new pay practices and system program initiatives.

Heather earned a Bachelor's in Business Administration from Clayton State College and University. She is a member of the Atlanta Area Compensation Association (AACA).



# **Proposed Approach, Methodology & Sample Deliverables**

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# Project Deliverables

- **Organization Understanding and Job Analysis:** To build a comprehensive understanding of operations, organization structure, and unique roles, conduct virtual interviews with selected members of the management team and individual contributors performing critical roles. Review existing information, including organization charts, job descriptions, employee data, and scope information. Provide job matching questionnaire to Client to document core responsibilities, requirements, and other pertinent information of jobs missing current descriptions.
- **Title/Code Audit:** Audit all job titles against Culpepper job matches and levels to ensure consistency across job families and highlight inconsistencies.
- **Job Matching & Data Submission Completion:** Complete job matching for up to 10 jobs from Client jobs to appropriate Culpepper job codes and levels and assist in the collection, verification, and analysis of Client employee data used to complete the Culpepper Compensation Survey Data Submission Template.
- **Competitive Analysis:** Analyze measures of current competitiveness to relevant labor markets based on complete incumbent-level analysis of Client pay to market for base salary, short-term incentive, and total cash. Review current pay mix to determine if appropriately proportioned. Perform incumbent-level analysis of total direct compensation market competitiveness for executive roles.
- **Analysis of Outside Data Sources:** Analyze additional survey data (purchased separately from outside source), align matches to Culpepper job codes and compare data sets for inclusion in analysis. Perform a side-by-side comparison of data from all sources.
- **Report Results & Recommendations:** Culpepper will prepare and present a final report summarizing all project steps, findings, and recommendations. For fee estimate purposes, we have assumed we will present the final report remotely via Microsoft Teams.
- **Ongoing Advisory Services:** Upon completion of the project, Culpepper will provide ongoing ad hoc consulting services for up to five (5) hours. Please note, all time is tracked on a half-hour basis. The hours can be used for any of the consulting services we provide for up to 12 months from project inception. Additional hours may be added at any time.

# Methodology

Two steps are involved in selecting the appropriate job match or survey benchmark:

## Identify the overall content of the job

### ▼ OP: Operations

- ▶ OP05: Accounting & Finance
- ▶ OP10: Corporate Development
- ▶ OP15: Customer Service & Engagement

### ▼ OP20: Human Resources

- ▶ OP20-05: Compensation & Benefits
- ▶ OP20-10: Employee & Labor Relations
- ▶ OP20-15: Employee Health / Wellness & Safety
- ▶ OP20-20: Employee Training & Development
- ▶ OP20-25: HRIS
- ▶ OP20-30: Recruiting & Talent Management
- ▼ OP20-35: Human Resources - General
  - ▶ OP20-35-02: HR Management
  - ▶ OP20-35-05: HR Generalists
  - ▶ OP20-35-07: HR Business Partners
  - ▶ OP20-35-10: HR Assistants
  - ▶ OP20-35-15: HR Service Center Representatives
  - ▶ OP20-35-20: Resource Allocation Specialists



## Determine what LEVEL of work is being performed

Culpepper Job Classifications & Levels						
© 2021 Culpepper and Associates, Inc.						
Core Job Type	Executives (E)	Management (M)	Professional Individual Contributors (P)			Support Individual Contributors (S)
	Chief executives and heads of key business functions responsible for long-term strategy.	Directors, managers, and supervisors leading tactical operational teams.	Skilled roles that typically require a college degree, use independent judgment, and contribute to organizational objectives.			Semi-skilled roles that typically do not require a college degree.
Job Classification / Leveling Guide	Executive	Management	General Professional	Sales Professional (SA15 & SA25)	Scientists (Life Science)	Support
	E6 - E9	M9				
		M8				
		M7	P4	P4	P4	
		M6	P3	P3	P3	
		M5	P2	P2	P2	
			P1	P1	P1	
			P0	P0	P0	S3
						S2
						S1
						S0

# Methodology

When the content of the role is combined with the level of the role, the result is a benchmark job.



## OP20-35-052 Senior HR Generalist

### Brief Family Description:

Perform various human resources duties in areas such as recruiting, employment, compensation, benefits, training, employee relations, or other special projects. Provide guidance on human resources operational issues, employment law, and develop new programs and initiatives to meet management needs. Partner with management teams to facilitate the delivery of HR services as appropriate. Serve as contact for employees and answer questions regarding HR policies and procedures.

### Senior Level:

Career-level professional within field. Considered highly skilled and proficient in discipline. Conducts complex, important work under minimal supervision and with wide latitude for independent judgment. Typically requires a bachelor's degree (or international equivalent) and 6+ years of relevant experience.

# Sample Deliverables – Competitive Assessment

- A person-by-person comparison to the external market is provided for Base Pay, Short-Term Incentive Eligibility, and Total Cash Compensation
- Employees falling outside of the market competitive range (+/- 20%) are highlighted for easy identification
- Additionally, a by department summary is provided to highlight any areas of concern

Below Competitive Range	Low in Competitive Range	Within Fully Competitive Range	High in Competitive Range	Above Competitive Range
Below - 20%	-11% to - 20%	-10% to 10%	11% to 20%	Over 20%

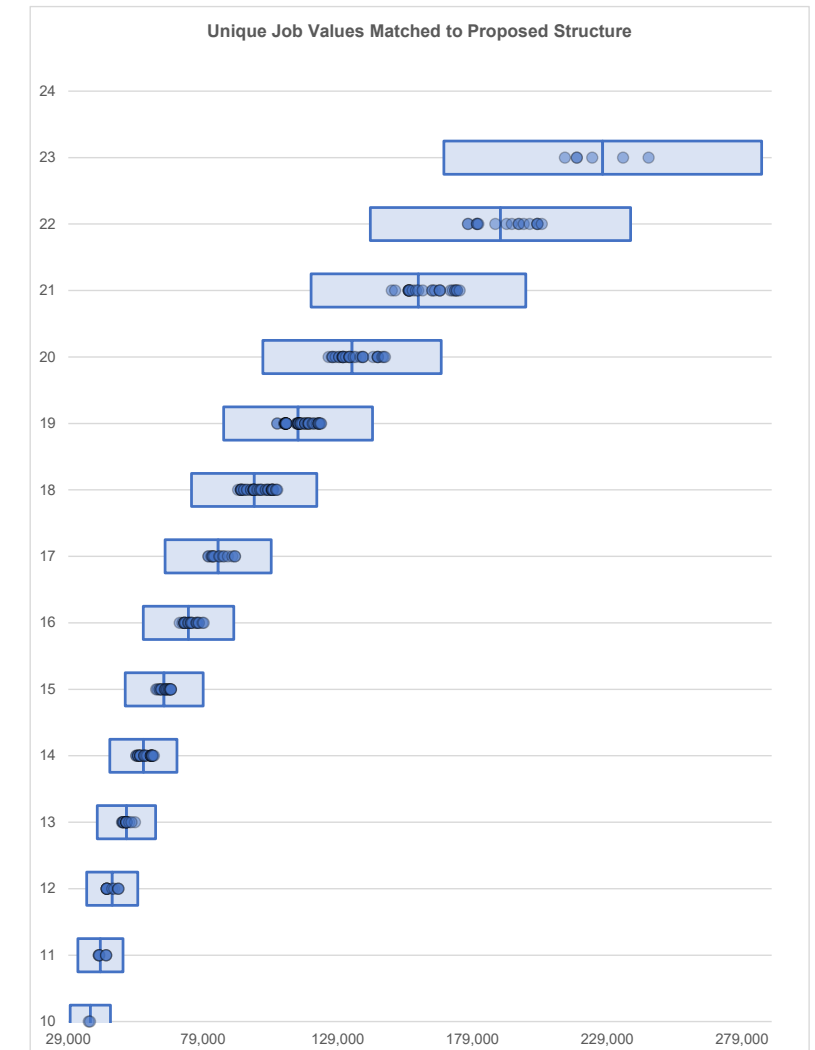
Functional Area Description	Employees	Base Salary		Target Total Cash Compensation	
		Base Pay Ratio (Median)	Market Variance (Median)	Target TCC Ratio (Median)	Market Variance (Median)
CEO	1	127%	27%	167%	67%
Customer Care	136	94%	-6%	92%	-8%
Finance	124	99%	-1%	98%	-2%
Human Resources	37	101%	1%	100%	0%
Information Technology	69	89%	-11%	87%	-13%
Manufacturing	521	94%	-6%	91%	-9%
Marketing	56	98%	-2%	97%	-3%
New Construction	720	107%	7%	105%	5%
Remodel Sales	234	91%	-9%	71%	-29%
Supply Chain Services	75	101%	1%	97%	-3%
<b>Overall</b>	<b>1,973</b>	<b>98%</b>	<b>-2%</b>	<b>100%</b>	<b>0%</b>

# Sample Deliverables – Pay Structure

Proposed Base Pay Structure							
Grade	Minimum	1Q	Midpoint	3Q	Maximum	Spread	MPP
23	\$168,400	\$197,900	<b>\$227,300</b>	\$256,800	\$286,300	70%	20%
22	\$141,100	\$165,300	<b>\$189,400</b>	\$213,600	\$237,700	68%	19%
21	\$119,100	\$139,000	<b>\$158,900</b>	\$178,900	\$198,800	67%	18%
20	\$101,200	\$117,800	<b>\$134,300</b>	\$150,900	\$167,400	65%	18%
19	\$86,600	\$100,400	<b>\$114,300</b>	\$128,100	\$141,900	64%	17%
18	\$74,700	\$86,300	<b>\$98,000</b>	\$109,600	\$121,200	62%	16%
17	\$64,900	\$74,800	<b>\$84,600</b>	\$94,500	\$104,300	61%	15%
16	\$56,800	\$65,200	<b>\$73,600</b>	\$82,000	\$90,400	59%	14%
15	\$50,100	\$57,300	<b>\$64,500</b>	\$71,800	\$79,000	58%	13%
14	\$44,400	\$50,600	<b>\$56,900</b>	\$63,100	\$69,300	56%	13%
13	\$39,700	\$45,100	<b>\$50,600</b>	\$56,000	\$61,400	55%	12%
12	\$35,800	\$40,600	<b>\$45,300</b>	\$50,100	\$54,800	53%	11%
11	\$32,500	\$36,700	<b>\$40,900</b>	\$45,100	\$49,300	52%	10%
10	\$29,700	\$33,400	<b>\$37,170</b>	\$40,900	\$44,600	50%	

Pay Grade – a single grouping of jobs with similar “value”

Pay Range – minimum to maximum of a single pay grade.





# Sample Deliverables – Cost Impact Modeling

- Employee salaries are compared to the recommended pay ranges and plotted onto a graph to illustrate how they are positioned against the new ranges
- A cost impact analysis is performed to calculate the cost of implementing the proposed structure
- Easily updated and manipulated for “what if” and cost impact scenarios



## Cost Impact Analysis

Department	Employees	Cost To Minimum	Employees	Cost To Midpoint
Accounting	1	\$8,604	14	\$110,423
IT	4	\$33,497	13	\$288,200
Billable Staff	0	\$0	0	\$0
Legal	0	\$0	3	\$91,257
Business Development	0	\$0	1	\$400
Operations	0	\$0	2	\$11,800
Human Resources	0	\$0	6	\$44,300
Administrative Support	2	\$35,591	8	\$148,143
Marketing	0	\$0	8	\$71,000
Data & Business Solutions	1	\$1,000	2	\$59,000
Facilities	1	\$6,200	4	\$114,600
FP&A	0	\$0	2	\$13,800
Research Services	0	\$0	0	\$0
<b>Total</b>	<b>9</b>	<b>\$84,891</b>	<b>63</b>	<b>\$952,924</b>

# **Additional Information on Culpepper**

# About Culpepper

## Compensation Surveys

We manage robust surveys to collect market data that organizations need to attract, engage, and retain talent. Thousands of organizations use our survey market data to benchmark their global compensation programs.

### Compensation Data Collected

- Base Salary
- Short-Term Incentives
- Total Cash Compensation
- Long-Term Incentives
- Total Direct Compensation
- Incentive Eligibility
- Hourly Pay & Shift Differentials
- Geographic Pay Zone Differentials

### Seven (7) Comprehensive Surveys

- Engineering
- Executive
- Healthcare
- Life Sciences
- Operations
- Sales
- Technology / IT

## Compensation Consulting

You want your compensation plans to align with your business strategy and drive success. We work closely with you to assess, design, and implement customized solutions that are right for your organization.

### Consulting Services

- Compensation Philosophy
- Job Analysis & Benchmarking
- Competitive Assessment
- Pay Structure Audit & Design
- Pay Administration Guidelines
- Job Descriptions
- Custom Market Analysis
- Co-Sourcing (Merit Planning, Pay-for-Performance, Survey Submission, Training, Education, and much more)

### Consulting Team

- Consultants have a combination of corporate and consulting experience; we provide the right balance between compensation theory and practice
- World at Work certifications (CCP, GRP)

# About Culpepper

Wherever you are in your Compensation journey, we will **meet you there**. Get the help you need – and only as much as you need – to get the full value from your Compensation programs.

Where are you in the compensation life cycle?





June 13, 2024

Danielle Towery  
James Moore & Co.  
2477 Tim Gamble Place  
Suite 200  
Tallahassee, FL 32308

Dear Ms. Towery:

MGT is pleased to provide you with a proposal for a **Market Update Study** for your client, Florida Developmental Disabilities Council, to ensure the Council's compensation system is up-to-date and market competitive to recruit and retain quality talent.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in ***assisting clients to operate more efficiently and effectively.***

The MGT Human Capital team has an impressive track record of providing customized solutions, objective research, creative recommendations, and quality products that respond to each client's unique needs and time requirements. MGT's project team has years of experience in human capital leadership, including classification and compensation consulting and other human capital projects for a wide variety of organizations across the nation.

MGT has acquired a keen understanding of the structures, operations, and issues facing public sector organizations. This understanding comes from ***nearly 50 years of experience providing innovative yet practical solutions to public sector clients.*** We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

## Background & Proposed Approach

MGT understands the Council's desire for a Market Update Study to evaluate and update the Council's current compensation system, which MGT developed for the Council in 2018. MGT's Market Update Study would include benchmarking the Council's positions and conducting a market assessment to determine recommendations for updating the Council's current pay plan and for adjusting any position grade assignments. To accomplish this, MGT proposes the following detailed work plan to guide all phases of the study. MGT has conducted numerous similar client engagements over the years, enabling us to ensure the best possible outcome for your unique situation.

Our work plan, with detailed project tasks and outcomes are detailed below.

## Proposed Work Plan

### WORK PLAN TASKS

TASK 1.0:	Conduct Initial Meeting and Review Existing Data and Documentation
TASK 2.0:	Conduct Market Survey
TASK 3.0:	Evaluate Positions and Conduct Benchmark Comparisons
TASK 4.0:	Develop Recommendations and Update Compensation System; Run Cost Reports
TASK 5.0:	Develop and Provide Report
TASK 6.0:	Conduct Project Management Activities

#### **Task 1: CONDUCT INITIAL MEETING AND REVIEW EXISTING DATA AND DOCUMENTATION**

- ◆ Conduct introductions of the project teams and establish roles and responsibilities.
- ◆ Finalize a final work plan, timeline, deliverables, and monitoring procedures for the study.
- ◆ Establish a strategy and expectations for communicating project status updates and involvement in key decisions to the Project Officer and other key staff during the study.
- ◆ Review the Data Requests Checklist to obtain relevant existing reports and data.
- ◆ Obtain and perform a review of current data and system documentation pertaining to the Council's positions, pay ranges, and administration.
- ◆ Develop Study Main File to use during the study as a repository for employee information and related market data, analyses, and cost reports.

#### **Task 2: CONDUCT MARKET SALARY SURVEY**

- ◆ Prepare and administer MGT's Custom Market Survey to the identified comparable organizations (up to 8 comparable organizations).
- ◆ Provide survey status updates to the Project Officer and conduct online research and outreach to non-responsive organizations.

#### **Task 3: EVALUATE POSITIONS AND CONDUCT BENCHMARK COMPARISONS**

- ◆ Evaluate positions relative to current job duties and qualifications to identify appropriate benchmarks for market comparisons.
- ◆ Share and discuss the selected benchmarks and market comparisons with the Project Officer, addressing any questions or outliers.

#### **Task 4: DEVELOP RECOMMENDATIONS AND UPDATE COMPENSATION SYSTEM; RUN COST REPORTS**

- ◆ Analyze the market findings against current pay and pay ranges for the Council's positions.





- ♦ Develop recommendations for pay plan and position adjustments from the completed analyses for the Council's positions, as appropriate.
- ♦ Identify the financial impact of the recommendations.
- ♦ Review the draft compensation system and financial impact reports with the Project Officer and complete any final revisions.

#### **Task 5: DEVELOP AND PROVIDE REPORT**

- ♦ Develop and provide a Draft Summary Report to the Project Officer for review and feedback. The report will detail the methodology used in the review, comparisons, findings, and recommendations.
- ♦ Complete revisions, if any and as appropriate, and provide the Final Summary Report.
- ♦ Provide a finalized copy of the Study Main File to the Project Officer. The Study Main File is provided in Excel format and includes all employee information, market data, and cost reports generated as part of the study.

#### **Task 6: CONDUCT PROJECT MANAGEMENT ACTIVITIES**

- ♦ Provide project status updates and maintain in regular contact with the Project Officer to ensure all components of the study maintain alignment with the Council's goals and expectations for the study.
- ♦ Identify and address any critical issues during the study and keep the Project Officer apprised of any concerns requiring their input or key decisions.
- ♦ Provide project team management and conduct project monitoring and control activities to ensure the project remains in compliance with the project's determined scope, work plan, deliverables, and timeline.

## **Work Plan Assumptions**

Providing assumptions helps the entire team (client and consultant) fully understand each other's expectations for the project. The following outlines our work plan assumptions:

1. The Council will designate a Project Officer to be MGT's primary project contact and to provide input for all phases of the project as needed.
2. Current job descriptions will be used for analyzing and benchmarking positions.
3. The study is divided into tasks, although some will occur simultaneously to best meet the desired schedule.
4. Delays in receiving data or input during the study may result in time extensions to the original project schedule. Any such risks will be communicated to the Project Officer by the Project Director.
5. MGT will develop and provide one Draft Summary Report for review and feedback by the District's Project Officer and other key staff before preparing the Final Summary Report.



6. The Final Summary Report is assumed final, if we do not hear within two weeks of report delivery (email or hard copy).

The entire classification and compensation study process is transparent, and all data collection instruments, methodology, and final outcomes will be documented in the Final Summary Report. All files are provided to the Council in Excel or Word formats for maximum implementation efficiency and periodic updating.

## **Project Staffing**

The success of a consulting engagement is founded on the qualifications of the project team and the way in which the review is structured and managed. The strength and experience of our team will allow for efficient and effective project management and results. Our staffing includes individuals with experience directly relevant to this engagement. We will assign the following key personnel to the project team for this proposed engagement:

### ***Sheena Horton, Project Director, PMP CCMP***

Ms. Horton is a certified Project Management Professional (PMP), Sigman Lean Yellow Belt, and Prosci Certified Change Management Practitioner (CCMP) and has significant experience conducting classification and compensation studies. Ms. Horton provides project management and support for MGT's human capital projects and has significant experience conducting classification and compensation studies, program/performance evaluations, needs assessments, quality assurance and efficiency reviews, market research, organizational reviews, program/service realignments, policy development, strategic planning, and business process analyses. In addition to her work on human capital projects, Ms. Horton also has assisted other MGT practices with student housing studies, facilities assessments, student literacy and safety programs evaluations, and community engagement projects. She holds a Master of Science degree from Florida State University's School of Criminology and Criminal Justice, and two Bachelor of Arts degrees from the University of North Carolina at Greensboro in Sociology and English. She also holds certification for Diversity, Equity, and Inclusion in the Workplace from the University of South Florida. Ms. Horton served as President and Outreach Chair on the Southeast Evaluation Association's Board and is a member of the American Evaluation Association.

### ***Jessica Ancona, Project Team Lead***

Ms. Ancona is a passionate leader in education and government stemming from her unique background, experience, and existing government relationships cultivated over 20+ years. She thrives in maximizing opportunities and experiences for students and community members in public service, public administration, and politics. She pivoted her career to serve as spokesperson and advocate on behalf of a mission-driven organization/agency with a community-focused agenda to improve the conditions of all community stakeholders; with equal access to resources and funding for education, healthcare, and job/economic opportunities. Ms. Ancona holds a Master's in Education from Azusa Pacific University, a Bachelor's in Chicano/Chicana Studies from the University of California – Los Angeles, and holds a Master's in Governance Certificate from the California School Board Association. Ms. Ancona currently serves as the Mayor of the City of El Monte, CA.



### ***Claudia Fasse, Analyst MBA***

Claudia Fasse is passionate about learning and applying the latest trends and best practices in HR, particularly in the fields of Compensation and Classification, Training and Development, and Employee Relations. Her most recent professional experience was supporting compensation processes, strategies and concepts, with a specialization and process ownership of job description writing and job levels. In her previous role, Claudia dedicated her time to pursuing the Compensation Team in job profile work, enhancing the team's collective skills. Additionally, Claudia routinely collaborated with Human Resource Information Systems (HRIS) to implement Workday enhancements, improving team efficiency. She was the source of communication for quarterly salary and budget surveys, including survey participation and data management, and managing vendor relationships and invoices with survey providers. Claudia supported her team through the creation of mission-critical process documentation and emphasized the importance of broader technology and business changes that impacted compensation processes. Claudia has a Master of Business Administration with a focus on Human Resources Management, earning her degree from the Wayne State University Mike Ilitch School of Business.

## **Project Timeline**

The proposed scope of work will be completed within 2.5 months (by end of August) if the Council can meet virtually and provide relevant documents quickly at the beginning of the project.

## **Proposed Cost**

MGT's total cost for this engagement is **\$17,925.00**.

**Florida Developmental Disabilities Council  
Market Update Study  
PROPOSED PROJECT BUDGET**

Milestones and Tasks		Professional Hours	MGT Fees	Other Expenses	Total Direct Expenses	GRAND TOTAL
1	Conduct Initial Meeting and Review Existing Data and Documentation	5	991	-	-	991
2	Conduct Market Survey	30	4,668	100	100	4,768
3	Evaluate Positions and Conduct Benchmark Comparisons	16	2,702	-	-	2,702
4	Develop Recommendations and Update Compensation System; Run Cost Reports	24	5,056	-	-	5,056
5	Develop and Provide Report	12	2,836	-	-	2,836
6	Conduct Project Management Activities	6	1,572	-	-	1,572
		<b>93</b>	<b>17,825</b>	<b>100</b>	<b>100</b>	<b>17,925</b>

*Other expenses includes comp. and survey software fee.*



## MGT Contact Information

<b>MGT HEADQUARTERS</b>	<b>MGT of America Consulting, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 P: 813.327.4717   <a href="http://www.mgtconsulting.com">www.mgtconsulting.com</a> FEIN: 81-0890071
<b>PRIMARY OFFICE LOCATION FOR SERVICES</b>	5245 Avenida Encinas, Suite A   Carlsbad, CA 92008 P: 760.602.9352
<b>EXECUTIVE-IN-CHARGE OF PROJECT</b>	<b>Patrick J. Dyer, Vice President</b> P: 916.443.3411   <a href="mailto:pdyer@mgtconsulting.com">pdyer@mgtconsulting.com</a>

Thank you for your interest in MGT as your consultant for this project. We are prepared to make any modifications that are needed to better align with your requirements. If you have questions on any aspect on this proposal, please contact Human Capital Director, **Sheena Horton**, at [shorton@mgtconsulting.com](mailto:shorton@mgtconsulting.com) or **850.296.7143**.

Sincerely,



**Patrick Dyer**

Vice President, Performance Solutions Group

*Authorized to bind the firm*



**Florida Developmental Disabilities Council, Inc.**

**Full Council Meeting  
Agenda  
Thursday 09/19/2024- Friday 09/20/2024**

*OUR MISSION*

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

**1<sup>st</sup> DAY FULL COUNCIL MEETING  
ROOM- LEGACY NORTH BALLROOM**

**Thursday September 19th**

<b>2:00 p.m.</b>	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>2:15 p.m.</b>	<b>Approval of May Minutes **</b> <i>(A) May 16-17, 2024, Minutes</i>	<i>Eddie Hall, Chair</i>
<b>2:15 p.m.-2:30 p.m.</b>	<b>Chair/Vice Chair Report</b>	<i>Eddie Hall, Chair</i> <i>Enrique Escallon, Vice Chair</i>
<b>2:30 p.m.-3:15 p.m.</b>	<b>Executive Director Report</b> <i>What's on the Horizon</i>	<i>Valerie Breen, Ex. Dir.</i>
<b>3:15 p.m.-3:30 p.m.</b>	<b>Break</b>	
<b>3:30 p.m.-4:00 p.m.</b>	<b>What's Our Focus?</b> <i>Guidance from the Council</i>	<i>Facilitated Discussion</i> <i>Valerie Breen, Ex. Dir.</i>
<b>4:00 p.m.-5:00 p.m.</b>	<b>Legislative Platform for 2025</b>	<i>Sarah Goldman, Chair</i> <i>Margaret Hooper, Staff</i>
<b>5:00 p.m.</b>	<b>Public Comment</b>	<i>Eddie Hall, Chair</i>
<b>5:00 p.m.</b>	<b>Meeting Adjourned</b>	<i>Dinner on your own</i>

**2<sup>nd</sup> DAY FULL COUNCIL MEETING SCHEDULE  
ROOM- LEGACY NORTH BALLROOM**

**Friday September 20th**

<b>9:00 a.m.</b>	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>9:00 a.m.-10:15 a.m.</b>	<b>New State Plan- Next Steps</b> <i>Understanding the Process &amp; Your Participation</i>	<i>Sue Kabot, Chief Programs</i> <i>Jeff Feller, CEO</i> <i>WellFlorida Council, Inc.</i>
<b>10:15 a.m.-10:45 a.m.</b>	<b>Break/Check Out</b>	<i>Eddie Hall, Chair</i>

<b>10:45 a.m.-12:30 p.m.</b>	<b>State &amp; Sister Agency Reports</b> <i>Agency for Persons with Disabilities</i> <i>Agency for Health Care Administration</i> <i>Department of Elder Affairs</i> <i>Department of Education- Vocational Rehabilitation</i> <i>Department of Education- BEESS</i> <i>Department of Health, Children’s 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>
<b>11:30 a.m.-12:30 p.m.</b>	<b>Working Lunch</b>	<i>All Council Members</i>
<b>12:30 p.m.-1:00 p.m.</b>	<b>Committee Reports</b> <i>Public Policy Committee**</i> <i>State Plan Committee**</i> <i>Finance Committee **</i> <i>Executive Committee **</i>	<i>Sarah Goldman, Chair</i> <i>Jean Sherman, Chair</i> <i>Dennis Hart, Chair</i> <i>Eddie Hall, Chair</i>
<b>1:00 p.m.</b>	<b>Mark Your Calendar</b> <i>Next Council Meeting</i> <i>DD Awareness Dinner &amp; Day</i>	<i>Eddie Hall, Chair</i>
<b>1:00 p.m.</b>	<b>Feedback on the Meeting Process</b> <i>Input from the Council</i>	<i>Eddie Hall, Chair</i>
<b>1:15 p.m.</b>	<b>Public Comment/Adjourn</b>	<i>Eddie Hall, Chair</i>



**Florida Developmental Disabilities Council, Inc.**

**Full Council Meeting Minutes**

**Thursday May 16, 2024 & Friday May 17, 2024**

**In-Person**

**Florida Hotel and Conference Center, Orlando, Florida**

**Thursday May 16, 2024**

**Council Members Present:** Eddie Hall, Chair; Elly Hagen; Dr. Dennis Hart; Yolanda Herrera; Dr. Jean Sherman; Carla Mercer; Lauren Modawell; Danielle McGill; Ariona Jenkins; Michael Sayih; Charlotte Temple; Andrea Gary; Enrique Escallon; Christina Cordova; Caitlyn Clibbon; Mirna Diaz; Victoria Gaitanis; Kali Wilson; Austin Noll; Kimberly Quinn; and Dr. Beth Boone.

**Council Members Absent:** Denise Anderson; Kira Houge; Susan Nipper; Jennifer Duggar; Sarah Goldman; and Victoria Zepp.

**Staff Present:** Valerie Breen, Executive Director; Dr. Susan Kabot; Kristin Vandagriff; Lisa Taylor; Kristen Conlin; and Margaret Hooper.

**Guest:** Michael Winn, President/CEO of RBOA.

Breen conducted roll call and quorum was established. Hall called the meeting to order at 2:02 p.m.

**I. Adoption of the Agenda**

Action Taken: Wilson made a motion to accept the agenda changes for Day 1 and Day 2, moving the presentation of RBOA to the first day and the Executive Director report to the second day. Temple seconded. Motion passed unanimously.

**II. Adoption of the January 26, 2024, Minutes**

Action Taken: Escallon made a motion to adopt the minutes as presented. McGill seconded. Motion passed unanimously.

**III. Chair Report**

Breen introduced Hall as the official Chair of the Council based on the final evaluation of FDDC's bylaws. Hall provided brief opening remarks. He encouraged the Council members to aspire to leave a legacy to change things for the better for people with disabilities.

**IV. Vice Chair Election**

Each candidate, Enrique Escallon, Yolanda Herrera, and Arizona Jenkins spoke on why they wanted to serve as Vice Chair. Ballots were completed by each voting member of the Council. Hagen and Taylor tabulated the votes.

Action Taken: Hall announced Escallon was chosen by the Council membership as Vice Chair. Hall also announced he would appoint Herrera and Jenkins to the two remaining At-Large seats on the Executive Committee. Terms begin effective May 16, 2024.

## **V. Presentation by RBOA**

Michael Winn, President and CEO of RBOA, presented on the communications work completed for the Council. He stated that his team works to amplify and enhance the reputation and visibility of the FDDC brand. Goals and objectives, target audience, content pillars, tools and channels, as well as how to measure results were all discussed.

## **VI. Legislative Outcomes for 2024**

Hagen stated that she was filling in for Public Policy Chair, Sarah Goldman, since she was unable to be present. Hagen stated that the first order of business was to adopt the Public Policy Committee March 2024 meeting minutes.

Action Taken: Escallon made a motion to adopt the minutes as presented. Temple seconded. The motion passed unanimously.

Hagen summarized the outcomes from the Council's *Invest in Home and Community-Based Services* legislative platform priorities. Hooper recognized the strong advocacy that occurred in this legislative session and discussed the outcomes of 14 bills that were tracked throughout the legislative session. She provided a summary of the legislative outcomes in a spreadsheet provided to the Council members and reviewed the bills that passed and did not pass.

## **VII. Public Comment**

Hall opened the floor to public comment. No public comments were given.

Hall adjourned the meeting at 5:00 p.m.

## **Friday May 17, 2024**

**Council Members Present:** Eddie Hall, Chair; Elly Hagen; Dr. Dennis Hart; Yolanda Herrera; Dr. Jean Sherman; Carla Mercer; Lauren Modawell; Danielle McGill; Arizona Jenkins; Michael Sayih; Charlotte Temple; Enrique Escallon; Christina Cordova; Caitlyn Clibbon; Kali Wilson; Dr. Beth Boone; Victoria Gaitanis; Mirna Diaz; Austin Noll; and Andrea Gary.

**Council Members Absent:** Jennifer Duggar; Victoria Zepp; Kira Houge; Susan Nipper; Sarah Goldman; and Denise Anderson.

**Staff Present:** Valerie Breen, Executive Director; Dr. Susan Kabot; Kristin Vandagriff; Lisa Taylor; Margaret Hooper; and Kristen Conlin.

Breen conducted roll call and quorum was established.

Hall called the meeting to order at 9:02 a.m.

## **I. Approval of Agenda**

Action Taken: Boone made a motion to accept the agenda. Escallon seconded. Motion passed unanimously.

## **II. Executive Director Report**

Breen provided members with an Executive Director's report presentation with updates occurring since the last Council meeting. The FDDC Annual Report was provided to members and included highlights of activities conducted over the past year. Three anchors were discussed: 1) awareness – keeping DD top of mind, 2) education, 3) being agents of change. Members were reminded that the Council's Advocacy Toolkit and Advocacy and Leadership Opportunities Guide serve as resources and are located at [fddc.org/advocacy](http://fddc.org/advocacy). Power mapping imagery was shared and discussed.

## **III. What Is the New State Plan All About?**

Dr. Kabot presented the initial process to develop the next State Plan to prepare members to have meaningful participation in State Plan development. A competitive bid was issued to hire a provider to develop the Comprehensive Review and Analysis (CRA) for the Council. This work was described to be slated to begin August 1, 2024.

## **IV. State and Sister Agency Reports**

**Agency for Persons with Disabilities (APD):** Nipper was not able to attend. A report was not provided.

**Agency for Health Care Administration (AHCA):** Noll presented for the agency. He reported that federal authority was granted for the Medicaid managed care pilot for persons with Intellectual and Developmental Disabilities (I/DD). He noted that the Statewide Managed Medical Care (SMMC) procurement was completed, and they are now in the protest period. Five awards would occur, two statewide and three regionally.

**Department of Elder Affairs (DOEA):** Houge was not able to attend. A report was not provided.

**Division of Vocational Rehabilitation (VR)- Florida Department of Education:** Gaitanis presented a Power Point covering the State of the State of the Division of Vocational Rehabilitation (VR). Information about VRs structure within Florida's Department of Education was shared.

**Bureau of Exception Education and Student Services (BEES), Department of Education:** Duggar was not able to attend. A report was not provided.

**Department of Health, Children's Medical Services (CMS):** Early Steps was reported to be launching a new data system to capture better referral data as well as data on the provision of services. She shared that the Interagency Coordinating Council (ICC) has all 18-member slots filled, so they can initiate the Department's next 3-year planning process.

**Mailman Center-University of Miami:** Sherman reported that Mailman Center had its delayed 50th celebration with several hundred in attendance in-person and virtually. Sherman stated that the Mailman Center is looking at using avatars and artificial intelligence to increase community outreach.

**Florida Center for Inclusive Communities (FCIC)-University of South Florida:** Dr. Beth Boone had to leave early. She stated that she will share her report later with the Council.

**Disability Rights Florida (DRF):** Clibbon noted that DRF is conducting training on Supported Decision-Making (SDM), since it passed this legislative session. She reported that the training will include training judges. DRF will provide both SDM and fair hearing presentations at Family Café 2024.

Breen noted that FDDC will be at Family Café with a booth and several presentations.

## **V. Council Standing Committee Reports**

### **State Plan Committee (see attached):**

Action Taken: Herrera made a motion to adopt the report as presented. Hart seconded. Motion passed unanimously.

### **Finance Committee (see attached):**

Action Taken: Escallon made a motion to accept the report as presented. Herrera seconded. Motion passed unanimously.

### **Executive Committee (see attached):**

Action Taken: Escallon made a motion to adopt the report with a note that paragraph 3 on the rate page in the Pay Grade and Compensation Report issued by Towery does not match the current position titles listed on the fddc.org website. Escallon's motion was to adopt the report except the section noted to be held until an updated version on the website is provided. Hart seconded. Motion passed unanimously.

### **Managed Care Ad Hoc Task Force- adoption of the March 2024 Minutes**

Action Taken: Escallon made a motion to adopt the minutes as presented. Hart seconded. Motion passed unanimously.

## **VI. Public Comment**

Hall opened the floor to public comment. No public comments were given.

Hall stated that the next Council meeting is scheduled for September 19 and 20, 2024 at the Florida Hotel and Conference Center.

Hall adjourned the meeting at 1:27 p.m.

**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.

**Florida Developmental Disabilities Council, Inc.**

**STAKEHOLDER TASK FORCE ON MANAGED CARE  
for Persons with Intellectual & Development Disabilities (I/DD)**

**MINUTES**

**Tuesday, July 16, 2024**

**Via ZOOM**

**Task Force Members Present:** Sarah Goldman, Chair; Caitlyn Clibbon; Elly Hagen; Yolanda Herrera; Susan Nipper, APD; Charlotte Temple; Anna Cleveland, APD; and Kevin Johnson.

**Absent:** Dennis Hart; Victoria Zepp; Kimberly Quinn; Laua Minutello

**Staff Present:** Valerie Breen; Margaret Hooper; Sue Kabot; LuMarie Polivka-West (Consultant).

**Other Participants:** Alan Abramowitz; Dina Justice; Courtney Swilley; David Rogers, President of Independent Living Systems (ILS); Carol Gormley, Government Relations for ILS; and Jim DeBeaugrine.

**Presenters:** Noelle Denny-Brown and Diane Beaver from Mathematica, Inc.

**I. Introductions and Task Force Purpose**

Breen opened the meeting by welcoming all participants with appreciation for their continued involvement as an advisory group. Breen introduced Goldman as the Chair of the Stakeholder Task Force on Managed Care for Persons with Intellectual and Developmental Disabilities (I/DD). Goldman welcomed everyone with appreciation for their participation and acknowledged the presenters, Noelle Denny-Brown and Diane Beaver from Mathematica. Goldman had each of the task force participants briefly introduce themselves. She then reviewed the purpose of the task force as a major source of recommendations and advocacy for the managed care pilot.

**II. Approval of the March 16, 2024, Task Force meeting minutes.**

Action Taken: Clibbon made a motion to accept the Task Force minutes as presented. Herrera seconded. Motion passed unanimously.

**III. Outcomes to Date**

Breen provided an overview of the work of FDDC staff to date. She reported that she, as the representative for the FDDC, attends weekly Stakeholder Advisory group calls held by Independent Living Systems (ILS) and attended by Florida Community Care leadership, ARC of Florida and Florida Association of Rehabilitation Facilities (FARF). Agenda items are reviewed and discussed weekly that address the readiness preparations, negotiations and communications between the agencies involved (Agency for Health Care Administration [AHCA], Agency for Persons with Disabilities [APD] and Florida Community Care [FCC]). Both AHCA and APD will be overseeing the pilot, with AHCA governing the pilot and APD managing enrollment and providing initial training to FCC staff. A contract must be completed between FCC and AHCA/APD. There has been and continues to be a lot of time spent on negotiating the integration of training and services as outlined in the Invitation to Negotiate which continues at this time.

Providers are learning about what FCC provides, and how different service systems work and can work together. There is the possibility that the pilot program will begin October 1, 2024.

The Florida Developmental Disabilities Council (FDDC) staff have been working with Mathematica Inc., our research partner, on quality case management to assist in identifying the necessary components for the delivery of quality case management for persons with intellectual and developmental disabilities (I/DD). Mathematica 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 result of their research on case management is being presented to this Task Force for the response of stakeholders. FCC provided their case managers/care coordinators and other staff for interviews as a part of the Mathematica research.

Nipper commended the summary of the project to date and noted that APD is distributing letters of information about the pilot. Gormley acknowledged that a lot of work is on-going toward preparation for a start-up date of October 1, and they are working as hard as they can to resolve any barriers to this process. This work includes the recruiting of providers, the training of staff and frequent discussions with APD and AHCA to address recruitment, enrollment, and training.

#### **IV. Presentation on Case Management: Mathematica, Inc.**

Noelle Denny-Brown presented the goals of the “Best Practices in Case Management” research. The main goal of the presentation is to share information on the core competencies toolkit that had been tested and its relevance to the pilot project for persons with I/DD. The FDDC began researching case management in 2020-2021 as part of the development of FDDC’s current 5-year state plan. The findings included a lack of universal definitions or understanding of case management across programs as well as duplicative interventions. The Mathematica project developed a “Case Management Core Competency List” that “explains the core competencies and behaviors a program participant may expect from their support coordinator/care coordinator.” The Core Competency Toolkit includes a Participant Feedback Tool, a Caregiver Feedback Tool, a Case Manager Self-Reflection Tool, and a Supervisor Reflection Tool.”

The work to date has included five meetings of their stakeholder workgroup and a review of the literature with a focus on defining core competencies. The pilot testing of the toolkit has included fifty in-depth interviews between January and April 2024 with additional information gathered at the Family Café in June. Revisions to the toolkit are being made based on the feedback gathered through this process.

Diane Beaver from Mathematica presented the project’s findings from the tool users, including persons with I/DD, caregivers, waiver support coordinators and the managed care organization representatives. The interviewees reported the toolkit helped them understand what case managers “ought to do” and to understand the different levels of performance of case management. The managed care leaders responded positively to the toolkit and thought it would align with the MCO’s evaluation process. There were mixed reviews on the administration of the toolkit.

The presentation included a brief description of five different individual “personas” developed by Mathematica as examples of people who provided feedback for the toolkit.

Mathematica reported that some of the differences in perspectives between waiver support coordinators and MCO case managers include more emphasis on client safety and navigating the disability system by the waiver staff and more of a focus on client satisfaction and achieving goals by the MCO staff. Also, the waiver staff involve support teams and “natural supports” in care planning meetings but the MCO case managers “do not regularly” involve them. The MCO case managers said they would complete the toolkit if it were required by their employer but there were concerns about having time to complete it and job pressures might influence honest reporting on the toolkit.

The presentation ended with a discussion of the possible opportunities for the toolkit to be used in the pilot project rollout. Denny-Brown discussed the next steps that include a refining of the core competencies and the toolkit; the development and testing of a digital version of the toolkit; working with the FDDC on an outreach and dissemination strategy; and the possible testing of the toolkit as part of the pilot project.

### **Public Input**

Denny-Brown asked for public input to the presentation. Rogers expressed support for the toolkit. Nipper responded that she would take the information back to APD for discussion and exploration. Kabot noted the continued evolution of the toolkit will help individuals and caregivers understand the case manager’s role, especially if there is a disconnect. Goldman stated that the feedback on the toolkit has been good and represents self-advocates well. Herrera pointed out the toolkit’s differentiation between the support coordinators who are more advocates and the MCO case managers who look at many different interests. Hagen expressed support for the information on the toolkit that will inform parents or caregivers on what to expect from case management.

### **Next Scheduled Meeting**

Goldman concluded the meeting with asking Task Force members for input for the next Task Force meeting, which is scheduled for 10/22/24 from 3:00 p.m.-5:00 p.m. via ZOOM. Breen will send an invitation and it will be public noticed on FDDC’s website calendar.

The meeting was adjourned at 4:30 p.m.



# 2025 Meeting Schedule & Locations

## **FDDC Council Meeting**

January 29-31, 2025  
Florida Hotel & Conference Center  
Orlando, FL

## **FDDC Council Meeting**

May 14-16, 2025  
Florida Hotel & Conference Center  
Orlando, FL

## **FDDC Council Meeting**

September 17-19, 2025  
Florida Hotel & Conference Center  
Orlando, FL