



January 29-31, 2025  
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  
Sarah Macaluso, [sarahm@fddc.org](mailto:sarahm@fddc.org) or 850-488-4180

**1**

**Public Policy  
Committee**

**2**

**State Plan  
Committee**

**3**

**Finance  
Committee**

**4**

**Executive  
Committee**

**5**

**Full Council**

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

**COUNCIL MEETING SCHEDULE**

**Wednesday January 29, Thursday January 30 & Friday January 31, 2025**

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

**OUR MISSION**

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

**COUNCIL MEMBER PARTICIPATION REQUIRED FOR ALL 3 DAYS**

**Wednesday January 29<sup>th</sup>**

**LEGACY SOUTH 1- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

**1:00 p.m.-3:00 p.m.**

**Family/Caregiver Focus Group**  
*Family/Caregiver Council Members ONLY*

*Facilitated by WellFlorida*

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

**3:30 p.m.**

**Call to Order/Full Council Meeting**

*Eddie Hall, Chair*

**3:30 p.m.-4:30 p.m.**

**Anti-Harassment Presentation**

*Danielle Towery, HR  
James Moore HR Solutions*

**4:30 p.m.-5:30 p.m.**

**Florida Sunshine/Ethics Presentation**

*Greg Stewart, Attorney  
Nabor, Giblin and Nickerson*

**5:30 p.m.-6:00 p.m.**

**Questions/Answers**

**6:00 p.m.**

**Dinner on Own**

**Thursday January 30<sup>th</sup>**

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

**9:00 a.m.-10:30 a.m.**

**Public Policy Committee**

*Sarah Goldman, Chair  
Margaret Hooper, Staff*

**10:45 a.m.-1:00 p.m.**

**State Plan Committee**  
*All Council Members*

*Dr. Jean Sherman, Chair  
Dr. Susan Kabot, Staff*

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

**Working Lunch**

*Lunch provided*

**1:30 p.m.**

**Call to Order/Roll Call**

*Eddie Hall, Chair*

**1:30 p.m.**

**Approval of the Minutes**

*Eddie Hall, Chair*

**1:45 p.m.-3:15 p.m.**

**The DD Act and Council Responsibilities**  
*Federal standards and requirements*

*Amy Deaville, Administrator  
Information & Technical  
Assistance Center, ACL*

**3:15 p.m.-3:30 p.m.**

**Break**

**3:30p.m.-4:15 p.m.**

**Full Council Discussion/Vote**  
*Public Policy Committee Recommendations*

*Eddie Hall, Chair  
Sarah Goldman, Chair*

	<i>State Plan Committee Recommendations</i>	<i>Jean Sherman, Chair</i>
	<i>Finance Committee Recommendations</i>	<i>Dennis Hart, Chair</i>
	<i>Executive Committee Recommendations</i>	<i>Eddie Hall, Chair</i>
<b>4:15 p.m.-5:00 p.m.</b>	<b>Chair/Vice Chair Report</b>	<i>Eddie Hall, Chair</i>
	<b>Executive Director Report</b>	<i>Enrique Escallon, Vice Chair</i> <i>Valerie Breen, Exec. Dir.</i>
<b>5:00 p.m.</b>	<b>Public Comment/Meeting Adjourned</b>	<i>Eddie Hall, Chair</i>
<b>5:45 p.m.-7:00 p.m.</b>	<b>Council Member Dinner</b> <i>FDDC Recognition</i>	<i>Florida Hotel</i> <i>Cricket's Restaurant</i> <i>Private Room</i> <i>Dinner provided</i>

**Friday January 31st**

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

<b>8:30 a.m.-10:00 a.m.</b>	<b>Working Breakfast</b>	
<b>9:00 a.m.</b>	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>9:00 a.m.-10:30 a.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 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>10:30 a.m.</b>	<b>Public Comment</b>	<i>Eddie Hall, Chair</i>
<b>10:45 a.m.</b>	<b>Full Council Meeting Adjourned</b>	<i>Eddie Hall, Chair</i>

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

<b>11:00 a.m.-1:00 p.m.</b>	<b>Self-Advocate Focus Group</b> <i>Self-Advocate Council Members ONLY</i>	<i>Facilitated by WellFlorida</i>
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**LEGACY SOUTH- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

	<b>State/Sister Agency Focus Group</b> <i>State/Sister Agency Representatives ONLY</i>	<i>Facilitated by WellFlorida</i>
<b>11:00 a.m.-1:00 p.m.</b>	<b>Boxed Lunch</b>	<i>For all Members</i>



**PUBLIC POLICY COMMITTEE MEETING**  
**Thursday, January 30, 2025**

**OUR MISSION**

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

**AGENDA**

<b>9:00 a.m.-9:05 a.m.</b>	<b>Call to Order</b>	<i>Sarah Goldman, Chair</i>
<b>9:05 a.m.-9:15 a.m.</b>	<b>Welcome &amp; Introductions</b>	<i>Sarah Goldman, Chair</i>
<b>9:15 a.m.-9:20 a.m.</b>	<b>Approval of September 19, 2024, minutes**</b>	<i>Sarah Goldman, Chair</i>
<b>9:20 a.m.-9:45 a.m.</b>	<b>Update on 2025 Legislative Priorities</b> <b>Update on Managed Care Task Force</b>	<i>Margaret J. Hooper, Staff</i> <i>Sarah Goldman, Chair</i>
<b>9:45 a.m.-10:10 a.m.</b>	<b>Consideration of proposed legislation or issues**</b> <b>Medicaid Redetermination</b>	<i>Margaret J. Hooper, Staff</i>
<b>10:10 a.m.-10:25 a.m.</b>	<b>Bobby Lake Family Leadership and Advocacy Award**</b>	<i>Margaret J. Hooper, Staff</i>
<b>10:25 a.m.-10:30 a.m.</b>	<b>Public Comment</b>	<i>Sarah Goldman, Chair</i>
<b>10:30 a.m.</b>	<b>Meeting Adjourned</b>	<i>Sarah Goldman, Chair</i>

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

Public Policy Committee and Advocacy Committee  
Meeting Minutes  
Thursday, September 19, 2024  
Orlando, Florida

Members Present: Sarah Goldman (Committee Chair), Caitlyn Clibbon, Enrique Escallon, Elly Hagen, Eddie Hall, Yolanda Herrera, Arizona Jenkins, Carla Mercer, Lauren Modawell

Members Absent: Daniele McGill, Kali Wilson

Other Guest Council Members Present: Michael Sayih, Dr. Beth Boone, Charlotte Temple, Susan Nipper (APD), Anna Cleveland (APD), Tina Cordova, Denise Anderson, Tremayne Simpkins (VR), Dennis Hart

Staff Present Valerie Breen, Sue Kabot, Kristin Vandagriff, Margaret Hooper, Chris Reeve, Monica Moya

#### I. Call to Order

Committee Chair Sarah Goldman called the meeting to order at 9:05am.

Hooper conducted the roll call to establish quorum with all but two committee members being noted as present. Chair Goldman reminded those attending the meeting who are not Council members that they would need to wait until the public comment section on the agenda to ask questions or make comments.

#### II. Welcome & Introductions

Chair Goldman noted that this is the first meeting of the new Public Policy and Advocacy Committee, and asked members to introduce themselves. Chair Goldman noted that the Public Policy and Advocacy Committee is responsible for monitoring the legislative process and approving any modifications to the Council's legislative positions and any additional legislative positions. It was denoted that in the absence of the Public Policy Committee, approval of Council legislative positions may be authorized by two or more of the following: Council Chair, Public Policy Committee Chair, and/or Executive Director.

#### III. Approval of Legislative Platform\*\*

Chair Goldman indicated that Margaret Hooper would provide background on the factors that help the Committee decide on the Council's legislative work. Hooper denoted that the platform for 2025 was suggested to be named "Our Care Matters" to align with the robust story videos developed over the past year that highlight the importance of care for people with I/DD and their families. This year's platform was modeled around the State Plan. Strategies used by FDDC to make these decisions were summarized.

Chair Goldman asked members if everyone has read the platform that is in the binder on pages 4 and 5. She then asked for a motion to approve the platform.

Action Taken- Escallon made a motion to approve the platform. Herrera seconded. The motion passed. There was no opposition or abstentions.

#### IV. Other Legislative Priorities\*\*

Chair Goldman asked Margaret Hooper to discuss three other legislative issues that the Council has been working on, noting that members will be asked for approval to continue to move forward.

Transportation for individuals with I/DD

Hooper provided context on the Hart Plus voucher program denoting the impactful outcomes. The success of that program informed two other replication voucher programs. The Treasure Coast program was highlighted. It was noted that the Council desires to work on sustaining that program which would include looking at sustainable funding in the budget.

Chair Goldman asked for a motion to approve working on transportation for individuals with I/DD.

Action Taken- Escallon made a motion to approve transportation. Jenkins seconded. The motion passed. There was no opposition or abstentions.

Dental services for individuals with I/DD

A task force was noted to be working on dental services, and the Council has been asked to provide support on this critical issue. APD is looking for a contractor for the approved funds. Susan Nipper, APD representative, noted that money for dental services for those on the waiver is there and individuals would need to contact the agency. APD is working to obtain a provider for these services for those on waiver and within the pre-enrollment categories.

Chair Goldman asked for a motion to approve working on dental services for individuals with I/DD.

Action Taken-Hall made a motion to approve the platform. Clibbon seconded. The motion passed. There was no opposition or abstentions.

Budget concerns (e.g., pre-enrollment list)

Hooper denoted that this committee determines areas of the budget where additional focus should be placed and noted the need around the pre-enrollment categories.

Chair Goldman asked for a motion to approve asking for funding for the pre-enrollment list.

Action Taken- Clibbon made a motion to approve the budget advocacy for the pre-enrollment list. Herrera seconded. There was no opposition or abstentions.

#### V. Awards for Legislators\*\*

Chair Goldman asked Hooper to discuss legislative awards that the Council may want to start up again. Hooper shared that awards previously have provided a positive way to highlight legislative champions who support people with I/DD. Voting on those selected would occur through future Public Policy committee meetings. Chair Goldman denoted the desire to award one Representative and one Senator annually.

Chair Goldman asked for a motion to approve awards for legislators this year.

Action Taken- Escallon made a motion to approve the awards for legislators (one for the Senate and one for the House). Clibbon seconded. The motion passed. There was no opposition or abstentions.

#### VI. Public Comment

Chair Goldman opened the floor for public comment. There was none.

#### VII. Meeting Adjourned

Chair Goldman adjourned the meeting at 10:14am.

\*\* Items that require vote



## Our Care Matters

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.

## Recommendations

### 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.

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.



**Margaret J. Hooper, Director of Public Policy and Advocacy**

Email: [MargaretD@fddc.org](mailto:MargaretD@fddc.org)

Website: [www.fddc.org](http://www.fddc.org)



## Home- and Community-Based Services Delivery System

Medicaid home- and community-based services allow individuals with I/DD and their families to receive the resources and support 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.

## 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.

This project is provided by the Florida Developmental Disabilities Council, Inc., supported in part by grant numbers 2101FLSCDD and 2201FLSCDD from the U.S. Administration for Community Living (ACL), Department of Health and Human Services (HHS), Washington, D.C. 20201 as part of financial assistance awards totaling \$8,671,738 with 100% funded by ACL/HHS. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS or the U.S. Government.

**Florida Developmental Disabilities Council, Inc.**

**STATE PLAN COMMITTEE MEETING**

**AGENDA**

**Thursday, January 30, 2025**

**10:45 a.m.-1:00 p.m.**

**ROOM- LEGACY NORTH—2nd Floor Mezzanine Level**

**OUR MISSION**

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

<b>10:45 a.m.</b>	<b>Call to Order and Roll Call</b>	<i>Dr. Jean Sherman, Chair</i>
<b>10:50 a.m.</b>	<b>Adoption of the Agenda **</b>	<i>Dr. Jean Sherman, Chair</i>
	<b>Approval of Minutes</b> <i>(A) Minutes from 09/19/2024**</i>	<i>Dr. Jean Sherman, Chair</i>
<b>10:55 a.m.</b>	<b>Program Updates</b> <b>A. Review Task Force Minutes</b>  <b><i>Access to Services</i></b> <ul style="list-style-type: none"><li><i>○ Approved 10/3/24 Minutes</i></li><li><i>○ Draft 12/9/24</i></li></ul> <b><i>Home- and Community-Based Services (HCBS)</i></b> <ul style="list-style-type: none"><li><i>○ Approved 8/13/24 Minutes</i></li><li><i>○ Draft 12/5/24</i></li></ul> <b><i>Aging Caregivers</i></b> <ul style="list-style-type: none"><li><i>○ Approved 8/9/24 Minutes</i></li><li><i>○ Draft 12/10/24</i></li></ul> <b><i>Self-Advocacy Leadership</i></b> <ul style="list-style-type: none"><li><i>○ Approved 07/24/24 Minutes</i></li><li><i>○ Draft 11/20/24 Minutes</i></li></ul> <b>B. Review State Plan Activity Highlights</b> <ul style="list-style-type: none"><li><i>○ State Plan Project Updates</i></li></ul>	<i>Dr. Sue Kabot, Chief of Programs and Research</i>
<b>11:00 a.m. – 12:55 p.m.</b>	<b>Presentation and discussion of the recommendations of the task forces regarding projects to consider continuation of into the 2027-2031 State Plan</b> <i>(B) Task Force Consensus of State Plan Projects</i>	<i>Dr. Sue Kabot, Chief of Programs and Research</i> <i>Dr. Jean Sherman, Chair</i>
<b>12:55 a.m. – 1:00 a.m.</b>	<b>Public Comment/Meeting Adjourned</b>	<i>Dr. Jean Sherman, Chair</i>

*\*\* Requires vote*

**Florida Developmental Disabilities Council, Inc.**

**State Plan Committee Meeting Minutes**

**Thursday, September 19, 2024**

**State Plan Committee Members Present:** Dr. Jean Sherman; Beth Boone; Elly Hagen; Dr. Dennis Hart; Carla Mercer; Yolanda Herrera; and Sarah Goldman

**State Plan Committee Members Absent:** Danielle McGill; and Kali Wilson

**Other Guest Council Members Present:** Eddie Hall; Lauren Modawell; Enrique Escallon; Michael Sayih; Tina Cordova; Caitlyn Clibbon; Arizona Jenkins; Susan Nipper; Anna Cleveland; Denise Anderson; and Tremayne Simpkins

**Staff Present:** Valerie Breen; Dr. Sue Kabot; Kristin Vandagriff; Margaret Hooper; Chris Reeve; Monica Moye; and Jan Pearce

Dr. Kabot conducted the roll call. Quorum was established with all but two committee members being noted as present. Dr. Sherman called the meeting to order at 9:30am.

**I. Approval of Minutes**

Action Taken: Hart asked for a motion to adopt the May 16, 2024 minutes. Mercer seconded. Discussion was offered; none occurred. The motion carried and motion was approved.

**II. Updates on Contracts & Bids / No Cost Extension Request**

*Dr. Sue Kabot, Chief of Programs and Research and Dr. Jean Sherman, Chair*

Dr. Sherman reported that Dr. Kabot would provide an update on a request the FDDC made to the Administration for Community Living for a No Cost Extension for 2023 funds. Dr. Kabot reported that all contracts that ended in August and September have been developed, given to the provider, and most have been signed. Two of those are in process with anticipated completion in the next week.

Dr. Kabot noted that a no cost extension was requested as there were some unspent funds. A third year to spend money from the 2023 funds was requested and awarded by the federal government. This was for \$415,000 and will be used by the First Responder Training project (\$165,000), and for the Measuring Service Quality and Best Practices in Quality Case Management (\$250,000). The money must be paid out by the end of the 2025 program year.

**III. Program Updates**

**A. Review Minutes**

All task forces have met since our last meeting. Dr. Sherman reported that Dr. Kabot will provide up-to-date information from our task forces on Goals 1-4. It was noted that pages 18-33 can be referenced for draft and approved minutes from task force meetings. Dr. Kabot reminded members that there are four goal task forces and directed everyone to the minutes to learn more about the work being accomplished in these areas. Additionally, Dr. Kabot reported that on pages 34-55 updated project descriptions have been provided. The format change was due to a desire to make the document more accessible for Adobe Reader.

Dr. Kabot informed members that one of the activities that must be accomplished in the state plan development process is to make recommendations on projects that may need to be continued into the next state plan. She denoted that more discussion on the Comprehensive Review and Analysis will occur in tomorrow's meeting. Input from each task force will later be presented to the full Council. Dr. Sherman asked members to review the information provided in this section of the book thoroughly.

Herrera had a suggestion for the next state plan. She opted to allow for more programs and pilot activities, such as demonstration projects. This allows more balance with research efforts. Additionally, she asked for an update on best practices in case management.

Director Breen noted that Mathematica has produced a report that was taken to the Advancing States Conference in Washington D.C. Breen sat on a panel at this conference discussing the model for case management. This tool allows those using services to make a checklist to evaluate services. Evaluation was reported to go beyond satisfaction to person-centered service provision. The model keeps individuals and families involved to provide service provision input.

Dr. Kabot noted that two products are now available. It was reminded that in order to develop quality products, they must be grounded in research. Dr. Kabot noted that the products will shortly be available on the website and noted having some copies printed for those who were interested.

Dr. Kabot stated that in the next year, virtual web-based applications will be developed.

Herrera clarified support for research efforts but wanted to reiterate a balance of research and practice. Dr. Sherman denoted that demonstration projects are typically based on research, and it is critical to conduct the research phase correctly to allow for successful implementation.

Dr. Hart provided a comparison – medications have research to validate safety and effectiveness; however, we only see the last portion. Without research it can become “snake oil” where effectiveness is not seen.

Breen reiterated that enhancing processes takes time and is not easy. Dr. Sherman noted that these efforts are unique in that they look at impact and input much earlier as this work is typically done long after services have been delivered.

Cordova brought up sustainability to assure maximum use of Council funds over the long term.

Dr. Kabot provided some examples of projects working towards greater sustainability. Exposure opportunities to share Council projects and products were noted to be useful.

Task force minutes for Council member reference were denoted to be the following:

**Access to Services**

- *Approved 3/14/24 Minutes*
- *Draft 4/18/24*

**Home- and Community-Based Services (HCBS)**

- *Approved 4/17/24 Minutes*
- *Draft 8/13/24*

**Aging Caregivers**

- *Approved 4/2/24 Minutes*
- *Draft 4/9/24*

**Self-Advocacy Leadership**

- *Approved 03/27/24 Minutes*
- *Draft 7/24/24 Minutes*

**B. Review State Plan Highlights**

- I. State Plan Project Updates

**C. Plan for Review of Goals/Objectives/Key Activities for State Plan Continuation**

- I. Project Poster Fair

Dr. Sherman denoted that the Council will be trying something new during this meeting to update Council members on the progress made by FDDC Project Providers during this year. Dr. Sherman reported that since most of FDDC's project contracts conclude at the end of September, it was determined to be a good idea to present some information visually and give Council members an opportunity to move around and explore projects of interest. This will give Council members the opportunity to talk to the Program Directors and get more information about the projects. Dr. Kabot shared instructions on how this segment of the agenda would proceed.

**IV. Public Comment/Meeting Adjourned**

Dr. Sherman asked if there were any public comments, none occurred. The meeting was adjourned at 11:50am.

**ASK Project Final (Q4) Steering Committee & Advisory Group Meeting**  
**October 3, 2024 – 11:30AM EST**  
**Meeting Minutes**

Topic	Notes
<b>Attendees</b>	<ul style="list-style-type: none"> <li>▪ Chris Reeve (FDDC)</li> <li>▪ Jeanne Farr (NADD)</li> <li>▪ Kristin McGill (NADD)</li> <li>▪ Stacie Rivera (NADD)</li> <li>▪ Josephine Resto-Olive (NADD)</li> <li>▪ Diane Beaver (Mathematica)</li> <li>▪ Gina Sgro (Mathematica)</li> <li>▪ Yuri Feliciano (Mathematica)</li> <li>▪ Mirna Davis (Committee Member)</li> <li>▪ Caitlyn Clibbon (Committee Member)</li> <li>▪ Laurie Harlow (Committee Member)</li> <li>▪ Torica Exume (Content Advisory Group Member)</li> <li>▪ Rik Ghosh (Mathematica)</li> <li>▪ Elly Hagen (Committee Member)</li> <li>▪ Beth Boone (Committee Member)</li> <li>▪ Noelle Denny-Brown (Mathematica)</li> </ul>
<b>Project Review and Future Planning:</b>	<ul style="list-style-type: none"> <li>▪ <b>Project Summary</b> Kristin summarized the project, mentioning 51 interviews conducted across 29 counties, with a focus on the challenges faced by the IDD community.</li> <li>▪ <b>Interview Findings</b> Kristin discussed key findings from the interviews, including lack of understanding of IDD, need for personalized care, fragmented services, and financial barriers.</li> <li>▪ <b>Demographic Representation</b> Kristin presented demographic data of the interview participants, noting a higher representation from Suncoast West and a diverse ethnic mix.</li> <li>▪ <b>Geographic Representation</b> Kristin highlighted the geographic distribution of participants, emphasizing the need for more outreach in rural areas.</li> </ul>
<b>Challenges &amp; Recommendations</b>	<ul style="list-style-type: none"> <li>▪ <b>Demographics and Living Conditions</b> The discussion highlighted that most participants with minor or limited diagnoses like Prader-Willi or cerebral palsy lived in semi-rural areas. This could contribute to limited access to resources.</li> <li>▪ <b>Ethnic and Racial Representation</b> The majority of participants were white, but there was significant</li> </ul>

	<p>representation of Hispanic, black, and biracial individuals. A legal guardian represented a diverse demographic.</p> <ul style="list-style-type: none"> <li>▪ <b>Life Stages</b> Participants were categorized by life stages: early intervention (0-3 years), school age (4-12 years), adolescence (13-20 years), and adulthood. The ethnic representation varied across these stages.</li> <li>▪ <b>Common Diagnoses</b> Common diagnoses included Autism Spectrum Disorder (ASD), Down syndrome, ADHD, epilepsy, and speech and communication disorders. Many participants had multiple diagnoses.</li> <li>▪ <b>Unmet Needs</b> Unmet needs included personalized care, service coordination, independent living support, social isolation, transportation, and mental health support. These issues varied by county and were more pronounced in rural areas.</li> <li>▪ <b>Current Worries</b> Families expressed concerns about fragmented services, financial support, long-term planning, and safety in group home settings. They also worried about the lack of mental health support for both individuals and their families.</li> <li>▪ <b>Key Goals Across Life Stages</b> Families identified key goals for their loved ones at different life stages, including success in school, job training, peer support, independent living, and long-term support.</li> <li>▪ <b>Recommendations for Year Three</b> Recommendations included establishing a centralized resource hub, enhancing service coordination, addressing geographical disparities, and promoting family-centered care and cultural competence.</li> <li>▪ <b>Focus Areas for Next Year</b> The focus areas for the next year include collecting more socioeconomic data, analyzing insurance coverage, focusing on aging populations, and prioritizing research in rural communities.</li> </ul>
<p><b>Improving Journey Maps for IDD Caregivers:</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Journey Maps</b> The team aims to share journey maps developed and gather feedback. They have created five journey maps by life stage, starting with a transition event that disrupts the homeostasis of the family unit or the person with IDD's life.</li> <li>▪ <b>User Testing Strategy</b> The team plans to discuss a user testing strategy to be employed over the next month to improve the journey maps.</li> <li>▪ <b>Feedback on Journey Maps</b> The team seeks feedback on an early draft of one of the journey maps. They encourage participants to go off mute and interject as they feel comfortable.</li> <li>▪ <b>Journey Map Examples</b> Gina presents a journey map for children aged 3 to 13 and asks participants to think about specific questions regarding the map's usability, content appropriateness, and relatability.</li> <li>▪ <b>Feedback from Laurie</b> Laurie, a parent and professional, finds the map very busy and suggests simplifying it. She also recommends adding a key to</li> </ul>

	<p>explain resources like Social Security to avoid sending parents down rabbit trails.</p> <ul style="list-style-type: none"> <li>▪ <b>Feedback from Caitlin</b> Caitlin finds the map confusing and suggests it looks like a timeline but isn't. She also feels that the thoughts and feelings section might be irritating for parents.</li> </ul>
<p><b>Improving Usability &amp; Effectiveness of Journey Maps for Caregivers &amp; Professionals:</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Journey Map Challenges</b> Discussion on the difficulties of arranging information in a chronological order for journey maps, considering the varying needs and timelines of different families.</li> <li>▪ <b>Pain Points Identification</b> Chris raised a point about identifying pain points to understand the journey stage of families and individuals, rather than providing a strict map to follow.</li> <li>▪ <b>Journey Map Layout</b> Discussion on the layout of the journey map, including the placement of steps, actions, and pain points, and the need to clarify that the journey is not always linear.</li> <li>▪ <b>Resource Utilization</b> Laurie emphasized the need for clear guidance on resources like Disability Rights Florida and Family Network on Disabilities, and how to use them effectively.</li> <li>▪ <b>Professional Guidance</b> Discussion on the importance of professionals knowing where to refer families for the next steps and how to use the journey map for this purpose.</li> <li>▪ <b>User Experience Perspective</b> Rik shared insights on how journey maps are typically used for team building and product development, and the need to rework them for user-facing purposes.</li> <li>▪ <b>Testing Journey Maps</b> Plans to test the journey maps with caregivers of different age groups to gather feedback on their intuitiveness, layout, relevance, and usefulness.</li> <li>▪ <b>User Personas</b> Rik presented user personas for feedback, focusing on the layout and the specificity of goals to make them more relatable and useful.</li> </ul>
<p><b>Feedback &amp; Clarifications on Journey Map Layout &amp; Terminology:</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Initial Reactions</b> Kristin and Jeanne discussed their positive reactions to the layout and community support graphic. Jeanne found it clear and intuitive.</li> <li>▪ <b>Clarification on Community Support Bars</b> Kristin asked about the meaning of the bars under community support. Gina explained that they represent the level of support, with one bar being low and two bars being minimum.</li> <li>▪ <b>Use of the Term 'Keywords'</b> Kristin suggested that the term 'keywords' might be too sterile and proposed finding a more personal term.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ <b>Social Validity Survey</b> Kristin posted the social validity survey in the chat box and emphasized the importance of everyone filling it out.</li> <li>▪ <b>Wrap-Up and Gratitude</b> Jeanne and Kristin expressed their gratitude for the team's work and partnership with Mathematica. They encouraged everyone to complete the survey and participate in user testing.</li> </ul>
<b>Action Items/Next Steps:</b>	<ul style="list-style-type: none"> <li>▪ Testing journey maps between October 15th and 31st with caregivers of different age groups. Laurie, Caitlin, and Elly would like to participate.</li> <li>▪ Recruitment of participants for journey map testing, including outreach to networks and interested individuals from the meeting.</li> <li>▪ NADD will schedule future quarterly meeting with Steering Committee and Advisory Group in the coming weeks.</li> </ul>



**Access to Services Through Knowledge (ASK)  
Task Force Meeting, December 9, 2024, 2:30-4 pm  
Minutes**

**2:35 pm      Call to Order**

The meeting was called to order by Beth Boone at 2:35 after providing a few minutes to wait for anyone else attending.

**Roll Call and Introductions**

Roll call was taken at 2:40. Members introduced themselves, their affiliations and the role/affiliation they were representing in the meeting.

<b>Members</b>	Elly Hagen, Co-Chair	Absent
	Beth Boone, Co-Chair	Present – Florida Center for Inclusive Communities
	Denise Anderson	Absent
	Caitlyn Clibbon	Absent
	Patricia Bodiford	Absent
	Dennis Hart	Absent
	Carla Mercer	Present – Parent/FDDC Council
	Charlotte Temple	Present – Parent/FDDC Council
	Kali Wilson	Absent
	Victoria Zepp	Present—Parent/FDDC Council
<b>Staff</b>	Sue Kabot	Present
	Chris Reeve	Present

**2:35 pm      Approval of October 3, 2024, Minutes \*\***

Minutes were shared but not approved because there were too few members to review. Please see approval at the end of the meeting.

*The participants were reminded that the meeting was being recorded.*

Research for a Statewide Access to Services Information System – NADD

Access to Services Through Knowledge Translating Research Into Application –  
Mathematica, Inc.

Beginning at 2:40 pm, Chris Reeve provided an update on the two components of Goal 1. The first component focuses on research being conducted by the National Association for Dual Diagnosis (NADD). This research has gathered data from caregivers and family members about their experiences accessing services, with an emphasis on understanding which community resources have been the most beneficial

The second component involves Mathematica, which is translating the research findings into actionable tools. These tools include "roadmaps" and "avatars" designed to guide families through different life transitions by providing clear steps and identifying available resources. Mathematica NADD have worked closely to ensure the data gathered aligns with the practical needs of families. The collaboration has led to a shift in focus from "journey maps," which depict personal experiences, to "roadmaps," which provide actionable guidance at key transition points in life.

Year 5 will mark the conclusion of the research phase and continue the development of tools to translate this research into practical applications. Mathematica will finalize 15 roadmaps and associated avatars by the end of Year 5.

The group engaged in a comprehensive discussion about the challenges of sustainability and the next steps for the project. Participants emphasized the importance of ensuring that the tool provides more than just a list of resources, as families need actionable, detailed guidance to navigate complex systems.

Questions were raised about the potential housing and long-term maintenance of the project. There was also significant concern about ensuring the tool remains up-to-date and useful over time.

Comments and consensus were recorded on the planning form for both the ASK Research project and the ASK Translating Research (Roadmaps/Avatars) project.

Members expressed strong support for continuing the project but emphasized the need to transition from research to implementation. The task force agreed that the Research Project does not need to continue, while the Translating Research project should continue but needs more information moving forward in terms of sustaining the tool.

### **3:35 pm      Next Steps**

Next steps for the Mathematica project were discussed and recorded in the planning form. Information about the process for gathering information for the development of the next 5-Year State Plan was reviewed.

### **Public Input**

At 3:40, Beth asked for any public input. There was none.

### **Revisiting Review of Minutes**

With Victoria joining, we revisited the approval of the October 3, 2024 minutes. Victoria made a motion to approve the minutes. Carla seconded the motion. The vote unanimously approved the minutes.

### **3:45 pm      Adjournment**

The meeting was adjourned by Beth Boone at 3:45 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 about 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.



**Home- and Community-Based Services  
Task Force Meeting, December 5, 2024, 3:00-5:00 pm  
Agenda**

**3:00 pm      Call to Order** *Kali Wilson, Chair*

The meeting was called to order at 3:15.

**Roll Call and Introductions** *Kali Wilson, Chair*

Roll call was taken at 3:20. Members introduced themselves, their role on the Council, and where they were from. Several members joined after roll call was taken as there was confusion regarding the time the meeting was scheduled for. Because of this, the group waited until 3:30 to begin the discussion of the projects for state plan recommendations for continuation into the next state plan.

<b>Members</b>	<i>Kali Wilson</i>	Present
	<i>Dennis Hart</i>	Present
	<i>Denise Anderson</i>	Present
	<i>Tina Cordova</i>	Present
	<i>Andrea Gary</i>	Absent
	<i>Arizona Jenkins</i>	Absent
	<i>Susan Nipper</i>	Anna Cleveland Present—Waiver Policy Coordinator
	<i>Jean Sherman</i>	Present
<b>Staff</b>	<i>Margaret Hooper</i>	Present
	<i>Sue Kabot</i>	Present
	<i>Chris Reeve</i>	Present
<b>Other Council Members Present</b>		
	Yolanda Herrera	Present

**3:05 pm      \*\*Approval of August 13, 2024 Minutes** *Kali Wilson, Chair*

Minutes were approved after roll call. Tina Cordova made the motion for approval and Anna Cleveland seconded. One correction was made as “toolkit” on Page 2 was spelled “tooklit” in the original minutes.



**3:10 pm      Project Review for State Plan Recommendations**

*Sue Kabot and Chris  
Reeve*

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

At 3:30 we began the discussion of the current projects/activities to determine consensus of what projects may need to be continued into the 2027-2031 state plan. Chris Reeve led the discussion of the Behavior Therapist Shortage project. There was robust conversation about this project as the group agreed this is a critical issue. Comments were recorded on the summary sheet. The Case Management project was discussed next and, again, robust conversation ensued. The main points that revolved around this project revolved around marketing this instrument and how to ensure that there is widespread use of this resource. Comments were recorded on the summary sheet. The Researching Provider Solutions project was then discussed. It was determined that implementation would require either policy or legislative changes to make widespread, effective recruitment and retention strategies available. Monitoring was the suggestion for future state-plan needs. The summary sheet was completed.

Measuring Service Quality was discussed next. It was determined that all three instruments would be completed by the end of this state plan, along with training videos. The instrument for providers is expected to be developed in Year 5, along with digitization. It was agreed that marketing and monitoring use should continue. The summary sheet was completed. Dual Diagnosis Training was discussed, and it was agreed that marketing and monitoring use would be the major strategies in the next state plan to ensure wider adoption and sustainability. The Council's role to serve as a connector between the provider and adoption of the tools was agreed upon. The summary sheet was completed. First Responder Training was discussed next. Margaret explained the legislative outcome from this past session so there is hope that the mandate for law enforcement training will again be introduced. The goal in the next state plan revolves around marketing and monitoring use. The summary sheet was completed.

**4:10 pm      Next Steps**

*Sue Kabot*

During the meeting, discussion of the creation of the next state plan and how this information may inform its development took place. The tentative schedule for the January Council meeting in terms of Wednesday was shared.

**4:20 pm      Public Input**

*Kali Wilson, Chair*

There were no members of the public present.

**4:30 pm      Adjournment**

*Kali Wilson, Chair*

The meeting was adjourned at 5:15 pm.

DRAFT

## **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, 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 chance 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.

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

**December 10, 2024, 2 -3:30 p.m.**

**Present:** Yolanda Herrera, Jean Sherman, Damian Gregory, Elly Hagen, Lauren Modawell, Dèan Gregory-Stewart, and Michael Sayih,

**Absent:** Michael Sayih, Danielle McGill, Mary Jo McKay, Arizona Jenkins, Susan Nipper, Kira Houge, Carla Mercer, Darrell Drummond

**Agency Representatives:** Frank Pate-AHCA, Anna Cleveland-APD, Paige Baker-DOEA

**Staff:** Jan Pearce, Chris Reeve, and Sue Kabot

**The meeting was called to order at 2:03 p.m. by the Chair, Yolanda Herrera.**

1. The Chair welcomed all the members and guests. Each person was introduced. Yolanda requested approval of Minutes from the August 9, 2024, Task Force meeting. The minutes were reviewed. Jean Sherman made a motion to approve the minutes as presented. Elly Hagen seconded the motion, and the minutes were unanimously approved.

### **Program Updates:**

2. Jan Pearce shared basic information about preparing for the new five-year state plan, which begins in 2027. Sue Kabot shared the timelines for all the preparations and the final project. The primary focus of the meeting was to review where the projects are currently and to provide recommendations for the future.

Jan Pearce provided an update on Strive to Thrive, Researching Aging Caregivers.

- A literature scan to find gaps related to aging families was completed, and a report on the findings was shared. Additionally, the provider identified and reviewed tools/instruments to develop the project's survey and focus group protocols (survey for aging family caregivers, the interview protocol for adults with IDD, and the focus group protocols for both aging family caregivers and adults with IDD).
- The provider developed the survey and focus group protocols. All tools are available in English and Spanish
- There were seven focus groups held during the year. This includes self-advocate groups as well as caregiver groups.
- They will complete their work in May 2025 with a comprehensive research paper.

### **Recommendations: Strive to Thrive**

A robust discussion was held on work in the future. Multiple people shared that they were concerned about the project length and time before action was taken based on the project outcomes. Several people felt we should work on the existing issues to provide more immediate help to caregivers and struggling individuals. Sue shared that other task forces are working on some of those issues and provided examples.

**Update:** Aging Generations Expectations in Developmental Disabilities (AGEDD) in Florida. Jan reviewed the current work on the contract. It included:

- The provider continued work in 2024 to build a strong partnership between the I/DD and Aging networks.
- Thirteen Communities of Practice are engaged across the state, representing nineteen counties. Membership includes representatives from the Aging and I/DD networks.
- The provider facilitated individual meetings with state-level leadership from the Agency for Persons with Disabilities, The Agency for Healthcare Administration, and the Department of Elder Affairs. They were updated on the progress of the projects and asked for their continued support.
- Twenty-three individuals received access to services due to the work of the CoPs.

**Recommendations:**

The Task Force discussed both projects' status and their vision for the future. A common theme of the discussion was the desire for more action based on the work performed. The group's consensus was that aging must remain a priority and recommended that it must continue in some matter. They projected a two-year time limit.

3. The opportunity to participate in the National CoP conference was shared. It is in May in St. Charles, Missouri. Individuals were asked to email if they were interested in representing the Florida DD Council. More information will be shared when received.
4. **Public Input:** There was no public input.
5. **Adjournment:** The meeting was adjourned at 3:36.

# 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 posttest 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 intellectual/developmental disability at a Grade 2-3 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.

Minutes were approved by task force members on 11/20/2024.



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

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

#### **Minutes**

**11/20/2024**

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

**Staff:** Kristin Vandagriff.

**Guests:** Sue Kabot, Margaret Hooper, and Chris Reeve (FDDC)

The meeting was called to order by Task Force Chair McGill at 4:03 pm.

Task Force Chair, Danielle McGill, welcomed task force members and guests and instructed staff to conduct roll call. She also reminded attendees that the meeting was being recorded. The July 24, 2024 task force meeting minutes were adopted as presented with Yolanda Herrera making the motion, and Eddie Hall making the second, and members answering in the affirmative. Chair McGill 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, reminded members of the overarching goal for FDDC Self-Advocacy and Leadership projects. Kristin Vandagriff provided updates on the Fellows Leadership Program denoting that three new Fellows are being onboarded and five past Fellows have stayed on in a mentorship capacity. One additional new Fellow slot is in the recruitment phase. It was reported that the Fellows have continued to support FL SAND in holding 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 are planning for their DD Day 2025 involvement, supporting FL SAND as the organization develops its platform, planning for a Florida Self-Advocacy Conference slated for August 2025, and launching the Route to Self-Determination Train-the-Trainer. Fellows evaluation results for Year 3 of the state plan were shared covering Leadership Rating Scale results as well as Organizational Management Growth Scale results. Results demonstrated increases in leadership skills of the Fellows themselves as well as a strong level of impact continuing to be noted by the Fellows on FL SAND. Fellows Leadership Program performance measure results were shared with it being reported that all targeted outputs were met, and in almost all cases exceeded. Additionally, impact stories of the Fellows were also shared in addition to impact stories regarding FL SAND. Yolanda Herrera asked for information on a way to help recruit for the Fellows Leadership Program. Kristin Vandagriff shared that program information along with the application are both posted on the FL SAND website and that she will send those links out after the meeting. Eddie Hall, Danielle McGill, and Mirna Diaz all shared positive input regarding the program's impacts.

Kristin Vandagriff also provided a project update regarding the Partners in Policymaking (PIP) Program. Information was shared regarding the PIP 2024-2025 class having conducted three sessions thus far. PIP Class of 2023-2024 outcomes stories were shared as well as performance measure outcomes. It was reported that all targeted outputs were met and, in most cases, exceeded. An update was given relating to the new PIP Alumni Program with information shared on how many graduates registered as well as regarding the launch of the first program meeting in October 2024. Sarah Goldman noted appreciation for the PIP Alumni Program. Yolanda Herrera noted that this new program offers FDDC a wonderful opportunity to see PIP grow in the future. Kristin Vandagriff provided information relating to the PIP Curriculum Project and best supporting people with an intellectual/developmental disability at a Grade 2-3 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, just entered into a renewal contract for 16-months that will focus on adding images to assure that the curriculum and associated materials are in full Easy Read format, as well as a video component which will read the curriculum to the user. A narrative summary outline has been completed and image integration has begun. It was also shared that a PIP Curriculum Review Committee was selected and will first meet on Dec. 9.

Highlights from the annual federal program performance reporting were shared with totals of self-advocates and family members trained in leadership, to date, being provided by Kristin Vandagriff. The posters for each project were reviewed as a reminder of where each project's overall efforts were and their likely next steps moving forward over the remaining years of the plan.

Kristin Vandagriff also discussed the federal Self-Advocacy Requirement for DD Council State 5-Year Plans, covering the three criteria needed, noting that all three criteria must be met within the State 5-Year Plan each of the five years of the plan. It was discussed how the three projects within Goal 4 currently meet these three federally required criteria.

Sue Kabot shared the purpose of the grid format that would be completed for each of the Goal 4 projects to develop a consensus recommendation to the Council related to which of the current projects might need to continue in the next State 5-Year Plan. Dr. Kabot noted that the goal was to reach a logical consensus through discussion to form this recommendation to the Council and that the next Council meeting would include more discussion on this and other project areas related to what current work may be critical to continue. It was reported that Council members will also be taking part in focus groups before and after the January Council meeting to share their individual input related to areas where they see gaps and needs related to Floridians with I/DD. Through the grid format, outcomes to date were discussed as well as the projected 5-year outcome for each project. Task force members discussed and determined the priority for each project based on whether they did not need to continue, were nice to continue, would be monitored only, or must be continued. Additionally, members determined the likely potential timeframe commitment needed in the next State 5-Year Plan for each project noted to be recommended for continuation.

- With respect to the PIP project, Danielle McGill noted the importance of serving a diverse array of ages and that she felt PIP should be continued, mentioning that Florida PIP is really leading the way in many areas. Enrique Escallon agreed, noting that it is important to look at the whole lifespan through project work and that he felt the PIP model was a good one, noting that the work had shown growth, but was not fully accomplished yet. Yolanda Herrera shared that she thought PIP's work was moving into a good place, but that it needs more time for the opportunity to move to the next level and mature. Eddie Hall noted that he felt PIP must continue and noted the Council has gained a lot from the program including many new members who were program graduates. Mirna Diaz also noted that PIP is leading the way and seeing strong success. The task force came to a consensus that the PIP project must be continued, serving both a regular annual class of new advocates as well as its program for alumni. Due to the self-advocacy requirement denoting criteria to be met in each year of the State 5-Year Plan, members selected 5 years as the general anticipated time commitment from the information currently known.
- Regarding the PIP Curriculum project discussion, Yolanda Herrera shared that the best way to describe this circumstance is that the curriculum will be completed at the end of the current plan; however, it won't have had the opportunity to be tested. She noted that it needs to continue as it's a good project, but only part of the way there. Danielle McGill noted agreement with this and shared that she felt the project had come far and that the Council needs to see it through. Mirna Diaz also noted agreement and mentioned that progress has been shown and it should continue. The task force came to a consensus that the PIP Curriculum project must be continued. They further determined that the time commitment would be listed as 5 years to match the regular PIP program; however, it was noted that the new model's needs will best be known following piloting which could also further inform the timeline.
- The task force discussed the Fellows Leadership Program and Danielle McGill shared that this program would be well taken to explore collaboration with YLF in the future and assure that a diversity of age groups are represented. Danielle McGill described how she often sees a gap in opportunities available to the age group of people with DD ages 30-40. Yolanda Herrera shared that the project model is still

young and growing and that she did not desire to leave unfinished business and thus it made sense to continue this project. Enrique Escallon noted agreement. Eddie Hall shared that he felt this project must continue. The task force reached a consensus that the Fellows Leadership Program must be continued. They determined that due to the self-advocacy requirement denoting criteria to be met in each year of the State 5-Year Plan, member selected 5 years as the general anticipated time commitment from the information currently known.

A grid covering these areas was completed during the meeting for each of the three projects and yielded the following Self-Advocacy and Leadership Task Force recommendations:

1. Fellows Leadership Program
  - a. Priority Determined: Must continue
  - b. Potential Time Commitment – 2027-2031: 5 years
  - c. Comment: Consider collaboration with YLF and similar activities, possibly a mentorship component.
2. Partners in Policymaking
  - a. Priority Determined: Must continue
  - b. Potential Time Commitment – 2027-2031: 5 years
  - c. Comment: Making sure advocacy training for a wide range of ages was noted to be needed.
3. Partners in Policymaking Curriculum Project
  - a. Priority Determined: Must continue
  - b. Potential Time Commitment – 2027-2031: 5 years
  - c. Comment: none

## **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. Task force members noted that they next wanted to meet on April 2, 2025, from 4:00-5:30pm. This meeting will take place via Zoom. Members denoted wanting meeting agendas to cover project updates.

## **III. Public Input**

There were no comments from the public.

The meeting was adjourned at 5:40pm.

## STATE PLAN

### Fiscal Year 2025 (October 1, 2024 – September 30, 2025)

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

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

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

Goal 1: Access to Services				
Project	Provider	Funding Period	Funding Allocation	Project Description
Access to Services Through Knowledge (ASK)	The National Association for the Dually Diagnosed (NADD)	September 2024 – September 2025	\$197,975	In Year 4, NADD will focus on research to identify gaps in information in collaboration with the ASK: Translating Research Into Practice Provider and gather information to assure that the population and community resources are representative of the overall population of the state. Through focus groups and/or structured interviews with families and caregivers of individuals with I/DD, the research will create categorical charts of issues and resources from the research by ages including identified life stories, quotations, pain points, and solutions. This information will be shared with the ASK: Translating Research Into Practice Provider to develop personas and journey maps to include scenarios, stories, and links to community resources for the forthcoming ASK web-based platform.

Tri-Annual Period (dates)	Update Information
October 2024 – January 2025	The provider established meeting dates for the Steering Committee and initial membership. They are continuing to seek out members for the Content Advisory Committee and will establish regular meeting dates with them in the next period. They continue to work collaboratively with the Translating Research project. They are collaborating on the research design and questions to assure they have the information needed by the team to create the journey maps (i.e., road maps) and personas (i.e., avatars) effectively.

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
<b>October 2024–December 2024</b>	As part of the final deliverable in December they presented 5 journey maps and outlines for 5 personas. During this time, the provider conducted 8 listening and feedback sessions with caregivers and family members to review the journey maps and personas. In addition, they received feedback from the Content Advisory Committee and the Steering Committee that impacted their work. As part of these sessions and based on discussion with the collaborating partner and FDDC, they have shifted the presentation of the tools so that the journey maps more resemble road maps. In other words, instead of focusing on the journey of an individual through accessing information, they now focus more on paths that can be taken at times of significance (e.g., transitions, early identification). In addition, the personas will be reconceptualized as avatars with examples of individuals moving through the different points of the road maps.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Best Practices in Case Management	Mathematica, Inc.	September 2024 – September 2025	\$703,000 for Case Management, Measuring Service Quality, and Researching Provider Solutions	During Year 3 of the project, the aim is to work towards the adoption of the checklists for individuals with I/DD and caregivers by an MCO organization that will pilot services to individuals with I/DD in two areas of the state as well as explore adoption of the Toolkit by other agencies in Florida (e.g. APD). Work will also begin to develop a web-based version of the Toolkit for ease of administration that will be housed on the FDCC website and available to individuals with I/DD and family members/caregivers.

Tri-Annual Period (dates)	Update Information
<b>October 2024 – January 2025</b>	The workgroup met to review the finalized versions of the checklists for individuals with I/DD and caregivers. They reviewed rough video formats for the training on how to use the checklists and made recommendations. They also saw examples of a dashboard where groups could sign in and data could be aggregated. This was thought to have more potential to be useful to provider agencies for evaluative purposes and a way to guide professional development activities. Work to finalize the format is complete and the goal is to post the checklists in January.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Researching Provider Solutions	Mathematica, Inc.	October 2024 – September 2025		During the 2024–2025 year, a mixed-methods research study will be conducted to gather information directly from direct support professionals (DSPs). The purpose will be to gather information regarding facilitators and barriers that impact the supply of DSPs in Florida. Recommendations for legislative actions and policy/practice changes will be made.

Tri-Annual Period (dates)	Update Information
October 2024 – January 2025	The workgroup met to review and provide input into the survey that will be developed for DSPs working through the iBudget waiver to complete. Recruitment strategies were discussed. They also reviewed the structure of focus group(s) that would be held to gather similar information for DSPs working in CDC+ settings. Recruitment strategies were discussed for the focus groups. The results will not be fully available for use during the legislative session, but some preliminary information may be available for use then.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Measuring Service Quality	Mathematica, Inc.	October 2024 – September 2025		During the 2024–2025 year, this project will focus on developing tools for individuals with I/DD and family members/caregivers can use to assess adult day training programs (ADTs) and supported employment programs and services. These tools will provide information to program participants and prospective participants to learn about elements that lead to quality and allow them to make better decisions about which programs and services are a good match for them. Training videos for individuals with I/DD and family members will be developed for the residential tool.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>October 2024 – January 2025</b>	The workgroup will be meeting in January to review the instrument to assess supported employment programs. The training videos for the residential tool are in the formative stage. The information gained through digitizing the case management tool will be used to do the same for the tools in this project.

<b>Goal 2: Home- and Community-Based Delivery Systems</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
Addressing the Behavior Therapist Shortage	University of Florida (UF) Board of Trustees	September 2024 – September 2025	\$300,000	In Year 3, the project focuses on implementing and disseminating the training curriculum via didactic modules and other resourced tools for BCBAs and other behavioral therapists. The competency-based curriculum will be manualized, and implementation will continue to be evaluated. In addition, the project will develop the infrastructure and measures that will result in sustainability for an internship and training program.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>October 2024 – January 2025</b>	There was a delay in getting the new contract finalized by the University of Florida which postponed work for approximately the first month of the contract. An amendment was completed for the contract in November to amend the budget for an increase in indirect costs. In their first deliverable for this contract year, the project team completed the 12-part manualized competency-based curriculum for clinicians supervising behavioral programs in the assessment and treatment of dangerous and destructive behaviors emitted by individuals with I/DD. In addition, they created a new task force for the contract year that gathered a wide variety of university faculty and service providers in ABA to specifically address the issue of sustainability and integration of the internship program as part of existing academic programs.



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 2024 – September 2025	\$229,337.55	During Year 3 of the project, NADD developed four training modules that were offered virtually, in-person, as well as through an integrated learning system (ILS) on the NADD website. Participant feedback was incorporated into the modules. For the Year 4 project, NADD will be providing training to 10 agencies focused on crisis prevention, intervention, and non-aversive approaches to behavior management. The training will be focused on an interagency problem-solving approach for the individuals with the most complex needs. The curriculum will be finalized, and the next steps will be proposed to the Council.

Tri-Annual Period (dates)	Update Information
<b>October 2024 – January 2025</b>	The first meeting of the workgroup discussed the plan for implementing the cross-agency training initiative. At the same time, DCF approached Sue Kabot and requested use of the training in dual diagnosis completed during the second year of the project on the topic of crisis. The first meeting of the inter-agency/organization workgroup met in December. The crisis training will be presented as an add-on day to the January CARD conference in Orlando at no charge to participants.

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	June 2024 – June 2025	\$174,140	In Year 3, the project will implement the train-the-trainer curriculum for law enforcement officers and emergency medical personnel. Lead trainers will go through the training and learn how to implement the training with their own staff. They will then be observed and coached through training by the FAU project manager and be checked for fidelity to the model. An asynchronous version of both training curriculums will become available.

Tri-Annual Period (dates)	Update Information
<b>October 2024 - January 2025</b>	Train-the-trainer pilots are being conducted in two parts. As of December 12, 2024, six Part 1 trainings were held. They included five for law enforcement: Jupiter Police Department, CIT at USF CARD, Seminole County Sheriff's office, CIT Aspire, CIT Trainer in Gainesville. One Part 1 training was conducted for Broward County Fire Rescue. Part 2 sessions were completed for Jupiter Police Department and are scheduled in the other five for January and February. Two EMS groups are still being recruited to pilot the training for Emergency Medical Responders.

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 2024 – September 2025	\$125,000	This is the fourth year of this Project. It was designed to establish a sustainable interagency collaborative between the Intellectual and Development Disabilities (I/DD) and Aging networks. This year, the focus will continue developing relationships in local communities through the Communities of Practice (CoP) and with state agencies to improve support and services through both Aging and I/DD Networks.

Tri-Annual Period (dates)	Update Information
<b>October 2024 – January 2025</b>	<p>There are currently 13 Communities of Practice (CoPs), with 19 counties actively participating. Each CoP averages three meetings per year. Three Communities of Practice (CoPs) have met during this period. Several other CoPs are scheduled to convene by the end of January. Technical Assistance was offered to all the CoPs by the provider. The Aging Caregivers Task Force/ Strategic Alliance Team met in December to review the project's progress and discuss recommendations for the 2027 State Plan. The team felt strongly that more work with Aging should continue.</p> <p>The first planning meeting discussed committee membership for planning the proposed Aging Summit for Spring of 2026. The provider is working on securing a location for the event. The planning committee will be expanded to include additional stakeholders. Planning will continue throughout this contract year.</p> <p>Twenty-three individuals accessed new services due to the work and relationships that developed within the CoPs. Efforts will continue to increase service options for caregivers and individuals with I/DD.</p> <p>Several CoPs have provided cross-training to each other's staff members about the other Network.</p>

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 2024 – May 2025	\$151,900	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 was conducted during Year 1 of the project. A mixed methods research study will be conducted using focus groups/interviews (i.e., qualitative component) and surveys (i.e., quantitative component) to obtain information about the lived experiences of those that thrive.

Tri-Annual Period (dates)	Update Information
October 2024 – January 2025	The University staff have facilitated seven focus groups (5 in person & 2 via Zoom). Individuals participating were from various parts of the state. Four focus groups were for individuals with I/DD, and three were for Aging Family Caregivers. The participants shared useful information that will be analyzed and included in the final research paper. Additional groups will be conducted next quarter.

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.	August 2024 – August 2025	\$280,316	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
<b>September 2024 – January 2025</b>	<p>The Fellows Leadership Program recently onboarded three new Fellows, with a last new Fellow slot being chosen towards the end of 2024. The program also welcomed back five past Fellows who are returning in a mentorship capacity to mentor the new Fellows and Florida SAND leadership. Fellows received orientation training and continue to receive weekly training by the provider. The Fellows have continued to support Florida SAND to hold board meetings, put out a monthly self-advocacy newsletter, hold a monthly self-advocacy call, and manage the organization’s social media and websites (communication hub). Additionally, they provided board training to Florida SAND with ongoing technical assistance as well as training and technical assistance to regional self-advocacy groups. Moving into the new year, each Fellow will have set regional groups that they work with on an ongoing basis to support their individual needs. Initial planning efforts to secure a venue and a date for the 2025 Self-Advocacy Conference have begun. This is tentatively slated for August 2025. The Fellows completed a soft launch of the Route to Self-Determination Train-the-Trainer online platform, working with other self-advocates to beta test the new training platform. A full launch is slated for early 2025. The Fellows are also in the process of planning for their DD Day 2025 involvement and supporting Florida SAND with training to develop its own legislative platform. Evaluation results from last year’s Fellows demonstrated leadership skill growth for each Fellow. Most Fellows saw growth in multiple leadership skill areas improve. Upon program conclusion, 70% of Fellows leadership skill areas were noted to be very good-excellent; the remaining 30% were primarily noted as good with a few noted as average. Additionally, the Organizational Rating Scale which seeks to measure the impact the Fellows (as a group) have on Florida SAND maintained consistently high levels. Strong increases in communication areas were noted due to the Fellows’ excellent work in managing the Florida SAND communication hub.</p>

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
Partners in Policymaking Coordinator	Stacey Hoagland	August 2024 – August 2025	\$65,000	The goal of this project, in its tenth year of funding for 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 2024 – January 2025</b>	The PIP 2024-2025 class is now a little more than halfway complete, with 4 of 6 sessions having been held. This class will graduate in February and will join the Council in March to take part in DD Day 2025. The new PIP Alumni Program launched in October 2024. Alumni registered for this program include 124 family members and 15 self-advocates for a total registered of 139. Program alumni were provided with information to attend DD Day 2025, paying their own costs for attendance. Alumni also received information on leadership and advocacy opportunities. Several alumni took part in an ADA and Self-Advocacy Curriculum Train-the-Trainer event with the Southeast ADA Center, supported by FDDC staff to connect to this event. The PIP Alumni Program will feature an opportunity for past graduates to work together in their nearby region (15 regions mirroring Family Care Councils) to impact systems change. This group will meet again in February. Quarterly graduate calls with engaging speakers continue to be held to provide additional content information to graduates throughout the year to enhance their skills. The PIP Coordinator is beginning the process to plan for the PIP 2025-2026 class. Dates are in the process of being scheduled and presenters are close to being secured. Applications will open for the PIP 2025-2026 class on March 30 and will close on June 30.

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
Partners in Policymaking Curriculum Project	Autistic Self Advocacy Network (ASAN)	September 2024 – January 2026	\$150,000	The goal of this project, in its second year of funding, is to further 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. 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
October 2024 – January 2025	A renewal contract was executed for 16 months of work with the Autistic Self-Advocacy Network (ASAN). Thus far, all six sessions have been translated into Easy Read text to support a 2 <sup>nd</sup> -3 <sup>rd</sup> grade reading level or below. Currently, Easy Read graphics are being added to assure the curriculum and associated material are in full Easy Read format. Additionally, a video component is also being developed that will allow the curriculum to be read to the user. A narrative summary outlining how the work will be completed has been done, and Session 1 materials are in the process of having graphics added. A Curriculum Review Committee has been set up and includes the robust lived experience of people with development disabilities, family members, special educators, and a speech language pathologist. This group first met in December 2024.



Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects				
Project	Provider	Funding Period	Funding Allocation	Project Description
Easy Read	Dale DiLeo Consulting	September 2024 – September 2025	\$85,575	This consulting agreement provides for translation of selected Council documents into Easy Read and/or Plain Text formats.

Tri-Annual Period (dates)	Update Information
October 2024 – January 2025	Converted Legislative Platform 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 2024 – September 2025	\$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 2024 – January 2025	This project completed a translation of the 2025 Legislative Platform and provided in-person translation services for the Strive to Thrive meeting in Miami.

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.	September 2024 – September 2025	\$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
October 2024 – January 2025	<p>The focus this quarter was on promoting participation in the CRA, redesigning the Capitol Updates and the DD Day Toolkit.</p> <p>As of November 2024, the Our Care Matters videos have had over 300K video plays for almost 55K minutes!</p>

## Task Force Consensus of State Plan Projects

### Goal 1: Access to Services Through Knowledge

#### Project: Access to Services – Research Project

NADD is expected to wind down the research phase of the project during the 5th year. In Year 5, they will continue to complete additional focus groups or interviews that may be needed for developing the journey maps (i.e., roadmaps) and personas (i.e., avatars) to be ready for creating the online phase of the project.

Task Force Decision	Your Notes	Your Rating
<p><b>Does Not Need to Continue</b> <b>0 years</b></p> <p><i>The research will be essentially finished and ready for implementation. We can add research component in the future if needed.</i></p>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

#### Project: Access to Services – Translating Research to Practice

While the expectation for this project was to have 150 users of the system who will have knowledge of and increased access to community resources and services across the lifespan, it is expected that the development of the online tool available to the public will not be completed.

Task Force Decision	Your Notes	Your Rating
<p><b>Nice to Continue</b> <b>5 years</b></p> <p><i>Should be continued if we have more information about how this will be implemented (e.g., who will house it, how is it maintained) and assuring it is developed to add more than simply referring to agencies</i></p>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Goal 2: Home- and Community-based Delivery Systems

### Project: Best Practices in Case Management

During Year 5, the focus will be on the self-assessment tool for case managers and the instrument for supervisors of case managers. A digital version of the instruments from Year 3 will be produced during Year 5. Discussion is on-going regarding whether to and how to allow for the analysis of clients by case managers, case managers by supervisors, etc. It is expected that training materials will also be produced for these versions of the tool.

Task Force Decision	Your Notes	Your Rating
<b>Monitoring Only</b> <i>Determine how to make the tool use sustainable and possibly integrate with existing systems with connections to professional development.</i>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

### Project: Researching Provider Solutions

During Year 5, depending upon the recommendations from the research, a plan to implement solutions will be implemented. These could include legislative approaches as well as credentialing, training programs, incentive programs to strengthen the DSP workforce.

Task Force Decision	Your Notes	Your Rating
<b>Unsure – Unable to Gain Consensus</b> <i>Questions included the lack of a career ladder, will DSP become an occupational category, and can it be integrated with other existing systems</i>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Project: Measuring Service Quality

During Year 5, the tools will be digitized for use on the FDDC website. Training videos for the ADT and SE tools will be developed. Provider versions also will be developed so that providers can use these tools for self-assessment and quality improvement.

Task Force Decision	Your Notes	Your Rating
<b>Monitoring Only</b> <i>Possible marketing to self-advocates, family members and support coordinators for 1 more year to monitor the use</i>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Project: Addressing the Behavior Therapist Shortage

Pilot testing of an in-person and online curriculum will be completed. A set of online training curricula will be developed for training BCBAs to provide supervision effectively for individuals with severe challenging behavior. Sites for hosting the online curricula will be available along with train-the-trainer materials. At least 150 participants will have taken the training, and the curriculum will be ready to be implemented and hosted on various sites for access.

Task Force Decision	Your Notes	Your Rating
<b>Must Continue</b> 3 years to focus on sustainability to integrate with systems for assured impact		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Project: Dual Diagnosis Training

During Year 5, the plan is to develop and pilot test a peer-to-peer support model for individuals with co-occurring I/DD and mental health issues. These models are currently very successful in the fields of substance abuse/mental health and mental health. They have not been tried for individuals with co-occurring I/DD with mental health issues.

Task Force Decision	Your Notes	Your Rating
<b>Nice to Continue</b> Building sustainability		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Project: First Responders Training

During Year 5, the activity will be designed to adapt the curriculum and test it in post-secondary education environments (technical colleges, state colleges, universities) so that these individuals are trained in I/DD before they enter the law enforcement and emergency medical workforce.

Task Force Decision	Your Notes	Your Rating
<b>Monitoring Only</b> Address legislative action for requirement for the training		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Goal 3: Aging Caregivers

### Project: Researching Aging Caregivers – Strive to Thrive

The Strive to Thrive contract will end at the end of May 2025. Expected outcomes include a completion of a state-wide survey, the final research paper, and a manuscript on the environmental scan to be submitted for publication in a peer-reviewed scientific journal.

Task Force Decision	Your Notes	Your Rating
<b>Must Continue</b> 2 years <i>Discussion of the need to look at the recommendations to create a source of action (e.g., family member training). Concerns expressed that we want the research to have an impact on significant problems we are experiencing in this area right now. We also need information / research / training on how to address the needs of aging family members (e.g., parents, siblings).</i>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

### Project: Aging Generations Expectations in DD (AGEDD) in Florida

A planning committee is going to work on developing an Aging Summit to be held in spring of 2026. Best Practices and Lessons learned from this work will be shared.

Task Force Decision	Your Notes	Your Rating
<b>Must Continue</b> 2 years <i>Making sure that families get the information from the summit and the project to take action. Health issues across the lifespan should be included in aging and outside the realm of aging</i>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

## Goal 4: Self-Advocacy Leadership

### Project: Partners in Policymaking Coordinator

By September 30, 2026, a minimum of 200 dedicated policy leaders among individuals with I/DD and family members of individuals with I/DD will increase their knowledge and provide evidence of their impact within public advocacy, cross disability, and culturally diverse settings.

Task Force Decision	Your Notes	Your Rating
<b>Must Continue</b> 5 years <i>Must make sure advocacy training for a wide range of ages is included</i>		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree

### Project: Partners in Policymaking Curriculum (PIP)

By September 30, 2026, a minimum of 200 dedicated policy leaders among individuals with I/DD and family members of individuals with I/DD will increase their knowledge and provide evidence of their impact within public advocacy, cross disability, and culturally diverse settings.

Task Force Decision	Your Notes	Your Rating
<b>Must Continue</b> 5 years		<input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree



## Project: Florida SAND Fellows Leadership Program

By September 30, 2026, the number of leaders trained and providing leadership training by Florida's self-advocacy organization increases by 80% or more from 2021 baseline levels.

Task Force Decision	Your Notes	Your Rating
<p><b>Must Continue</b> 5 years <i>Consider collaboration with YLF and similar activities, possibly in a mentorship component.</i></p>		<p><input type="checkbox"/> 1 – Strongly Disagree <input type="checkbox"/> 2 – Disagree <input type="checkbox"/> 3 – Neutral <input type="checkbox"/> 4 – Agree <input type="checkbox"/> 5 – Strongly Agree</p>



**FINANCE COMMITTEE MEETING**  
**Tuesday, January 21, 2025**

**Zoom Meeting**  
<https://fddc.zoom.us/j/81422598332>

**Meeting ID: 814 2259 8332**  
**Passcode: 539781**  
**3:30 p.m. – 4:45 p.m.**

**OUR MISSION**

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

<b>3:30 p.m.</b>	<b>Call to Order</b> <b>Welcome &amp; Roll Call</b>	<i>Dennis Hart, Chair</i>
<b>3:35 p.m.</b>	<b>Adoption of the Agenda**</b>	<i>Dennis Hart, Chair</i>
	<b>Approval of the Minutes</b> (A) 09/19/2024 **	<i>Dennis Hart, Chair</i>
<b>3:40 p.m.</b>	<b>Financial Update/Budget Modification</b>	<i>Allison Herrell, CPA</i> <i>Thomas Howell Ferguson</i> <i>Monica Moye, Chief, Operations</i> <i>&amp; Finance (COF)</i>
<b>4:15 p.m.</b>	<b>Review/Approval of the Adjusted 2025 FDDC Budget</b> (B) Adjusted Budget & Budget Narrative **	<i>Dennis Hart, Treasurer</i> <i>Allison Herrell, CPA</i> <i>Monica Moye, COF</i>
<b>4:45 p.m.</b>	<b>Public Comment</b>	
<b>4:45 p.m.</b>	<b>Meeting Adjourned</b>	<i>Dennis Hart, Treasurer</i>

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

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

### **Finance Committee Meeting Minutes**

**Thursday, September 19, 2024**

#### **Thursday, September 19, 2024**

**Finance Committee Members Present:** Dr. Dennis Hart; Caitlyn Clibbon; Enrique Escallon; Charlotte Temple; Sarah Goldman; and Andrea Gary

**Finance Committee Members Absent:** Kali Wilson

**Other Council Members and Guests Present:** Lauren Modawell; Michael Sayih; Tina Cordova; Carla Mercer; Arizona Jenkins; Eddie Hall; Elly Hagen; Dr. Jeanne Sherman; Yolanda Herrera; Dr. Beth Boone; Susan Nipper; Anna Cleveland; Denise Anderson; and Tremayne Simpkins

**Staff Present:** Valerie Breen, Executive Director; Dr. Sue Kabot; Kristin Vandagriff; Margaret Hooper; Monica Moye; Dr. Chris Reeve; and Jan Pearce

**Guests:** Allison Herrell, Thomas Howell Ferguson; Danielle Towery, James Moore HR Solutions; and FDDC Attorneys: Lisa Fountain & Kerry Parsons

Hart called the meeting to order at 11:51 am.

#### **I. Adoption of the Agenda**

Action Taken: Escallon made a motion to adopt the agenda as presented. Temple seconded. An opportunity for discussion was provided; none was offered. The motion passed unanimously.

Hart opened the committee meeting with the following information before moving into specific agenda items.

- With the resignation of the FDDC accountant, Misty Grimm, and FDDC Chief Financial Officer, the team has worked quickly to ensure accounting and finance operations remained intact.
- Breen reached out to FDDC's auditing firm, Law Redd, who recommended that we outsource our accounting/financial needs. Three organizations were provided.
- Thomas Howell Ferguson, who is familiar with FDDC's retirement plan as FDDC's third-party administrator, was one of the recommendations. They were immediately responsive with a proposal and provided onsite support in the interim.
- Hart reported that he and Hall received frequent progress updates.
- FDDC engaged Thomas Howell Ferguson's accounting department to step in and immediately handle FDDC payables with the direct oversight of Moye and Breen. This cost was noted to be \$125 per hour.
- On 9/16/24, a resume for Monica Moye, updated job descriptions for the Executive Director and Chief of Operations and Finance, and the proposal from Thomas Howell Ferguson were sent via email to committee members. Hard copies were available at the meeting.

- After discussion with Moye and Breen and with the blessing of the Chair and Vice Chair, Hart reported that he believes the direction is a good one.

Hart asked Allison Herrell of Thomas Howell Furguson (THF) to provide insight into her background which includes oversight of tax, audit and outsourced accounting. She made herself available to answer questions from the members.

- Hart asked how many clients THF is currently serving. Harrell responded with “approximately 12-15 clients”. Escallon asked how many of the clients received CFO support; the answer was all of them.
- Escallon asked what responsibilities THF has in place to mitigate financial risk such as fraud and misuse of funds. It was reported that although past occurrences are not included, THF has processes in place that require several approvals to mitigate risk going forward. All transactions would be approved by members of the Council team and members of their staff along with another layer of review.
- Escallon further asked how this transition would impact the accounting manual. It was noted that revisions must be made to reflect the absence of a CFO. It was reported that the transition can include narrative writing in the manual describing updated processes. These narratives can come to the committee for approval.
- Escallon asked how projects will be monitored to ensure that project funding is used correctly and to reduce overspending. It was reported that THF utilizes QuickBooks to ensure timely reconciliation on an ongoing basis as well as comparing allocations to actual spending.
- Escallon asked how this transition will affect the timing needs by members of the board. It was reported that THF is flexible and typically produces monthly reports for internal staff to review and then distribute to the Treasurer and Finance Committee. Should questions arise, they are handled at that time.
- It was noted that one hour per month is THF’s suggested format for any questions. It was reported that if one hour is not utilized in each month, it can accumulate and carry over to be used at another date.
- Escallon asked what challenges THF foresees with having an outsourced CFO function. It was noted that THF typically finds having an outsourced CFO streamlines processes. The firm offers layers of expertise which are helpful should complex questions arise.
- Herrera asked for clarification regarding questions of fraud and misuse of funds. THF clarified that it was not directed at occurrences from the past, rather a need for financial oversight and risks moving forward.
- Hart asked about online exposure due to having services completed via online software. It was noted that QuickBooks has service organization control audits which frequently check that information is safeguarded.
- Temple asked about liability coverage regarding a potential cyber security breach. It was noted that THF has cyber security insurance and layers of controls in place electronically. It was noted that general liability insurance would be shared and that they carry high coverage due to working at the state.
- Jenkins asked how financial reports would be provided since there are many different programs.
- Hart noted an advantage to this transition is the increase in accounting detail to generate the needed reports on a project level. Hart also noted this firm already manages FDDC

retirement funds. Breen provided background on how the retirement account is set up. It was confirmed that no conflicts exist.

- Due to an immediate need to draw funds federally as well as pay bills, THF was brought in to support invoice payments alongside Moye. Moye noted that the firm was very helpful in ensuring continuity of business functions during this time.

## **II. Approval of the Minutes**

Hart directed members to review and approve the May 16, 2024, Finance Committee minutes.

Action Taken: Escallon made a motion to adopt the minutes. Temple seconded. Discussion was offered; none occurred. Motion passed unanimously.

Hart directed members to review and approve the July 1, 2024, Finance Committee minutes.

Action Taken: Escallon made a motion to adopt the minutes. Temple seconded. Discussion was offered; none occurred. Motion passed unanimously.

## **III. Review/Discussion of Financials**

Hart directed the committee to FDDC's budget to actual administrative expenditures for 10 months. Breen was asked to review the budget to actual expenditures. Her notes were as follows:

- Computer expenses will increase over the rest of the year due to Inspired Technology, which supports IT functions. Inspired Technology renegotiated their rates, and it will be \$6,000.00 more this year.
- Upcoming membership dues of \$20,000.00 to the National Association of Councils on Developmental Disabilities (NACDD) is expected.
- Payroll is \$400,000.00 under and will remain under.
- Professional fees regarding contracts and legal fees are over.
- HR is over the projected amount and the audit amount is under the projected amount.
- HR Solutions' costs is \$30,000.00 which will include a package of services.

It was denoted that auditors will not be coming in November 2024 but will be delayed allowing for the transition to THF. The audit is anticipated for early 2025.

It was denoted that the projected administration budget is estimated to be under budget overall at 9/30/24. Unused funds are transferred to program reserves to be reallocated based on the needs of state plan initiatives and/or administrative activities. It was referenced that page 69 of the council books include the FDDC Funding and Budget Policy as a reminder related to how FDDC allocated funding. It was denoted that no vote is required.

Escallon asked where the savings will be reflected on payroll since those expenditures will no longer be in house. Regarding outsourcing CFO duties, it was \$240,000.00 annually for both CFO and accountant positions; the projected costs to outsource is approximately \$70,000.00.

Escallon further asked how the increase in legal costs of \$11,000.00 will impact the budget. Director Breen denoted that the legal hourly fee has not increased, just the hours have increased to support what the board needed to move forward with decisions.

Upward adjustments to reimbursement for per diem rates and hotel rates were provided.

Action Taken: Escallon made a motion to adopt the proposed increases in the per diem and hotel rates. Goldman seconded. Discussion was offered. Escallon noted that the Chief Financial Officer position be changed to Chief of Finance and Operations. Motion passed unanimously.

#### **IV. 2025 Proposed Administrative Budget**

Hart directed committee members to review the proposed 2025 Administrative Budget and budget narrative. It was reported that the overall budget request is a proposed increase of \$150,000.00.

Clibbon requested an update on the question about coaching sessions. Breen noted that is reflected in the minutes and is on the Executive Committee meeting agenda. Breen stated that the expenditure is not in the budget and would come from the reserve to be used how the Executive Committee determines.

Action Taken: Hart asked the committee to approve the budget as currently presented, with a plan to review an adjusted budget at the January 2025 meeting. He stated that it is to allow time for staff to re-evaluate expenditure changes in personnel and onboarding of an outside accounting/finance firm. Discussion was offered, but none occurred. Goldman made a motion to accept the proposed 2025 administrative budget as presented with a re-evaluation of the administrative budget in January 2025. Temple seconded. Discussion was offered; however, none occurred. The motion passed unanimously.

Hart provided further updates to the committee noting that FDDC was approved for a 12-month no cost extension for 2023 funds in the amount of \$415,000. These dollars will be used to complete two projects during FY 2024-2025. In addition, he stated that Positive Pay and ACH will be evaluated by our external accounting/finance firm with recommendations/resolutions brought to the finance committee at the January meeting.

#### **V. Public Input**

Hart asked if there was Public Comment, there was none.

The finance committee meeting was adjourned at 12:44 pm.

**Florida Developmental Disabilities Council, Inc.**  
**Budget Vs. Actual 2024-2025**  
October 2024 - September, 2025

	Total			
	Actual	Budget	Amount Adjusted	New Total Budget % of Budget
<b>Income</b>				
Grant ADD	1,584,892.63			
<b>Total Income</b>	<b>\$ 1,584,892.63</b>	<b>\$ 0.00</b>		
<b>Gross Profit</b>	<b>\$ 1,584,892.63</b>	<b>\$ 0.00</b>		
<b>Expenses</b>				
<b>2023 Administrative</b>				
23 Telephone	284.64			
<b>Total 2023 Administrative</b>	<b>\$ 284.64</b>	<b>\$ 0.00</b>		
<b>2024 Administrative</b>				
24 Computer Expenses	6,400.00			
24 Dues	169.00			
24 Employee Morale	93.92			
24 Legal Fees	6,014.65			
24 Office Supplies & Expenses	898.69			
24 Bank Charges	246.21			
<b>Total 24 Office Supplies &amp; Expenses</b>	<b>\$ 1,144.90</b>	<b>\$ 0.00</b>		
<b>24 Payroll</b>				
24 Benefits				
24 Retirement	1,639.98			
<b>Total 24 Benefits</b>	<b>\$ 1,639.98</b>	<b>\$ 0.00</b>		
<b>Total 24 Payroll</b>	<b>\$ 1,639.98</b>	<b>\$ 0.00</b>		
<b>24 Postage</b>	260.73			
<b>24 Professional Fees</b>				
24 Contract				
24 Consultant	29,976.24			
24 HR Consultant	5,059.98			
<b>Total 24 Contract</b>	<b>\$ 35,036.22</b>	<b>\$ 0.00</b>		
<b>Total 24 Professional Fees</b>	<b>\$ 35,036.22</b>	<b>\$ 0.00</b>		
<b>24 Rent</b>				
24 Building Rent	7,196.81			
<b>Total 24 Rent</b>	<b>\$ 7,196.81</b>	<b>\$ 0.00</b>		
<b>24 Telephone</b>	285.76			
<b>24 Travel Allocation</b>	19.14			
<b>24 Travel Council</b>	1,233.60			
24 TVL/C DD Council Mtg	32,597.14			
<b>Total 24 Travel Council</b>	<b>\$ 33,830.74</b>	<b>\$ 0.00</b>		
<b>Total 2024 Administrative</b>	<b>\$ 92,091.85</b>	<b>\$ 0.00</b>		
<b>2025 Administrative</b>				
25 Benefits				
25 AFLAC	2,685.28	16,640.00		16,640.00 16.14%
25 Dental Insurance	393.19	3,100.00		3,100.00 12.68%
25 Health Insurance	7,788.76	73,000.00		73,000.00 10.67%
25 Retirement	11,527.37	67,000.00		67,000.00 17.21%

25 STD, LTD and Life	1,078.64	7,500.00		7,500.00	14.38%
<b>Total 25 Benefits</b>	<b>\$ 23,473.24</b>	<b>\$ 167,240.00</b>			
25 Board Development		6,000.00		6,000.00	
25 Computer Expenses	16,980.80	93,000.00		93,000.00	18.26%
25 Dues	27.02	22,000.00		22,000.00	12.00%
25 Education/Training	2,450.00	8,000.00		8,000.00	30.63%
25 Employee Morale	100.91	500.00	<b>\$750.00</b>	1,250.00	8.07%
25 Insurance - General					
25 Cyber Security		1,500.00		1,500.00	
25 D & O and Employment Liability		5,087.00		5,087.00	
25 Property - Crime - General/Professional Liability		6,128.00		6,128.00	
25 State of FL Policies		401.00		401.00	
25 Umbrella		1,284.00		1,284.00	
<b>Total 25 Insurance - General</b>	<b>\$ 0.00</b>	<b>\$ 14,400.00</b>			
25 Office Supplies & Expenses					
25 Bank Charges	364.02	2,700.00		2,700.00	13.48%
25 Supplies & Expense	1,909.58	7,300.00		7,300.00	26.16%
<b>Total 25 Office Supplies &amp; Expenses</b>	<b>\$ 2,273.60</b>	<b>\$ 10,000.00</b>			
25 Payroll					
25 Payroll Taxes	22,746.76	96,000.00	<b>(16,160.03)</b>	79,839.97	28.49%
25 Wages	297,007.49	1,256,651.00	<b>(211,242.29)</b>	1,045,408.71	18.84%
25 Workers Comp Insurance		2,200.00		2,200.00	
<b>Total 25 Payroll</b>	<b>\$ 319,754.25</b>	<b>\$ 1,354,851.00</b>			
25 Postage	293.42	3,500.00		3,500.00	8.38%
25 Professional Fees					
<b>25 Accounting</b>			<b>\$77,000.00</b>	77,000.00	
25 Audit & 990		22,000.00		22,000.00	
25 Consultant	57,767.37	120,000.00	<b>\$182,749.94</b>	302,749.94	19.08%
25 HR Consultant	5,000.00	29,000.00		29,000.00	17.24%
25 Legal Fees	2,867.50	7,000.00	<b>\$15,000.00</b>	22,000.00	13.03%
<b>Total 25 Professional Fees</b>	<b>\$ 65,634.87</b>	<b>\$ 178,000.00</b>			
25 Rent					
25 Building Rent	21,950.27	87,900.00		87,900.00	24.97%
25 Equipment Rental	2,443.57	4,900.00		4,900.00	49.87%
<b>Total 25 Rent</b>	<b>\$ 24,393.84</b>	<b>\$ 92,800.00</b>			
25 Telephone	770.18	5,900.00		5,900.00	
25 Travel Allocation					
25 Council Meeting/Other - Members & Staff	2,267.70	112,000.00		112,000.00	2.02%
25 Member Travel - Other	896.95	5,500.00		5,500.00	16.31%
25 Travel Conference	0.00	30,000.00	<b>(30,000.00)</b>	0.00	
25 Travel Staff	355.98	5,500.00		5,500.00	6.47%
<b>Total 25 Travel Allocation</b>	<b>\$ 3,520.63</b>	<b>\$ 153,000.00</b>			
<b>Total 2025 Administrative</b>	<b>\$ 459,672.76</b>	<b>\$ 2,109,191.00</b>			
25 Program Expense					
25 Access to Services					
25 ASK Personas & Journey Mapping Expert Contact Dev		150,000.00		150,000.00	
25 ASK Steering Committee & Research	11,701.73	100,000.00	<b>\$97,975.72</b>	197,975.72	5.91%
<b>Total 25 Access to Services</b>	<b>\$ 11,701.73</b>	<b>\$ 250,000.00</b>			
25 Advocacy & Communications					



25 Communications	17,245.74	103,619.00	103,619.00	16.64%
25 Public Policy / Legislative Education	5,400.00	40,000.00	40,000.00	13.50%
25 State Plan Goal Related (Easy Read, Sp Trans)		170,000.00	(54,175.00)	115,825.00
<b>Total 25 Advocacy &amp; Communications</b>	<b>\$ 22,645.74</b>	<b>\$ 313,619.00</b>		
<b>25 Aging Caregivers TF</b>				
25 Aging Caregivers Roadmap Initiative		200,000.00	(74,973.00)	125,027.00
25 Researching Aging Caregiving Families		216,779.00	(64,879.00)	151,900.00
<b>Total 25 Aging Caregivers TF</b>	<b>\$ 0.00</b>	<b>\$ 416,779.00</b>		
25 Broad Systems Change (Inc. Programatic Reserve 1.5%)		112,612.00	(87,811.89)	24,800.11
<b>25 Home &amp; Comm Based Del System</b>				
25 Behavioral Therapist Shortage		300,000.00		300,000.00
25 Best Practices in Case Management	164,344.00	225,000.00	\$1,000.00	226,000.00 72.72%
25 Dual Diag Targeted Disparity	24,098.83	225,000.00	\$4,337.55	229,337.55 10.51%
25 First Responder Training		149,990.00		149,990.00
25 Measuring Service Quality		225,000.00		225,000.00
25 Researching Provider Solutions		252,000.00		252,000.00
<b>Total 25 Home &amp; Comm Based Del System</b>	<b>\$ 188,442.83</b>	<b>\$ 1,376,990.00</b>		
<b>25 Self Advocacy Leadership</b>				
25 Florida SAND	62,159.44	300,000.00	\$15,428.00	315,428.00 19.71%
25 Partners In Policymaking Coordinator	16,250.00	65,000.00		65,000.00 25.00%
25 Partners In Policy Curriculum Strand Travel	19,014.40		\$150,000.00	150,000.00
25 SAL TF Travel/Supports	57,740.30	150,000.00		150,000.00 38.49%
<b>Total 25 Self Advocacy Leadership</b>	<b>\$ 155,164.14</b>	<b>\$ 515,000.00</b>		
25 Task Force Travel/Misc		5,000.00	(5,000.00)	0.00
<b>Total 25 Program Expense</b>	<b>\$ 377,954.44</b>	<b>\$ 2,990,000.00</b>		
Ask My Accountant (Transactions in Process)	13,344.76			
<b>PROGRAM EXPENSE</b>				
<b>2023 Expense</b>				
23 Aging	33,656.67			
23 Cross Cutting	7,500.00			
23 Home & Comm Based Del System	193,424.84			
<b>Total 2023 Expense</b>	<b>\$ 234,581.51</b>	<b>\$ 0.00</b>		
<b>2024 Expense</b>				
24 Access to Services	123,649.74			
24 Communications	256.00			
24 Task Force Expenses				
24 HCS TF	123,368.73			
24 Self Advocacy Leadership TF				
24 Partners In Policymaking	52,772.10			
<b>Total 24 Self Advocacy Leadership TF</b>	<b>\$ 52,772.10</b>	<b>\$ 0.00</b>		
<b>Total 24 Task Force Expenses</b>	<b>\$ 176,140.83</b>	<b>\$ 0.00</b>		
<b>Total 2024 Expense</b>	<b>\$ 300,046.57</b>	<b>\$ 0.00</b>		
<b>Total PROGRAM EXPENSE</b>	<b>\$ 534,628.08</b>	<b>\$ 0.00</b>		
<b>Total Expenses</b>	<b>\$ 1,477,976.53</b>	<b>\$ 5,099,191.00</b>	-	<b>5,099,191.00</b>
<b>Net Operating Income</b>	<b>\$ 106,916.10</b>	<b>-\$ 5,099,191.00</b>		
<b>Net Income</b>	<b>\$ 106,916.10</b>	<b>-\$ 5,099,191.00</b>		

Cash Basis

**Florida Developmental Disabilities Council, Inc.**  
**Profit and Loss By Class**  
**October 2024 - September 2025**

	2023	2024	2025	TOTAL
<b>Income</b>				
Grant ADD	518,493.41	1,066,399.22		1,584,892.63
<b>Total Income</b>	<b>\$ 518,493.41</b>	<b>\$ 1,066,399.22</b>	<b>\$ 0.00</b>	<b>\$ 1,584,892.63</b>
<b>Gross Profit</b>	<b>\$ 518,493.41</b>	<b>\$ 1,066,399.22</b>	<b>\$ 0.00</b>	<b>\$ 1,584,892.63</b>
<b>Expenses</b>				
2023 Administrative				0.00
23 Telephone	284.64			284.64
<b>Total 2023 Administrative</b>	<b>\$ 284.64</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 284.64</b>
2024 Administrative				0.00
24 Computer Expenses		6,400.00		6,400.00
24 Dues		169.00		169.00
24 Employee Morale		93.92		93.92
24 Legal Fees		6,014.65		6,014.65
24 Office Supplies & Expenses		898.69		898.69
24 Bank Charges		246.21		246.21
<b>Total 24 Office Supplies &amp; Expenses</b>	<b>\$ 0.00</b>	<b>\$ 1,144.90</b>	<b>\$ 0.00</b>	<b>\$ 1,144.90</b>
24 Payroll				0.00
24 Benefits				0.00
24 Retirement		1,639.98		1,639.98
<b>Total 24 Benefits</b>	<b>\$ 0.00</b>	<b>\$ 1,639.98</b>	<b>\$ 0.00</b>	<b>\$ 1,639.98</b>
<b>Total 24 Payroll</b>	<b>\$ 0.00</b>	<b>\$ 1,639.98</b>	<b>\$ 0.00</b>	<b>\$ 1,639.98</b>
24 Postage		260.73		260.73
24 Professional Fees				0.00
24 Contract				0.00
24 Consultant		29,976.24		29,976.24
24 HR Consultant		5,059.98		5,059.98
<b>Total 24 Contract</b>	<b>\$ 0.00</b>	<b>\$ 35,036.22</b>	<b>\$ 0.00</b>	<b>\$ 35,036.22</b>
<b>Total 24 Professional Fees</b>	<b>\$ 0.00</b>	<b>\$ 35,036.22</b>	<b>\$ 0.00</b>	<b>\$ 35,036.22</b>
24 Rent				0.00
24 Building Rent		7,196.81		7,196.81
<b>Total 24 Rent</b>	<b>\$ 0.00</b>	<b>\$ 7,196.81</b>	<b>\$ 0.00</b>	<b>\$ 7,196.81</b>
24 Telephone		285.76		285.76
24 Travel Allocation			19.14	19.14
24 Travel Council		1,233.60		1,233.60
24 TVL/C DD Council Mtg		32,597.14		32,597.14
<b>Total 24 Travel Council</b>	<b>\$ 0.00</b>	<b>\$ 33,830.74</b>	<b>\$ 0.00</b>	<b>\$ 33,830.74</b>
<b>Total 2024 Administrative</b>	<b>\$ 0.00</b>	<b>\$ 92,072.71</b>	<b>\$ 19.14</b>	<b>\$ 92,091.85</b>
2025 Administrative				0.00
25 Benefits				0.00

25 AFLAC				2,685.28	2,685.28
25 Dental Insurance				393.19	393.19
25 Health Insurance				7,788.76	7,788.76
25 Retirement				11,527.37	11,527.37
25 STD, LTD and Life				1,078.64	1,078.64
<b>Total 25 Benefits</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 23,473.24</b>
25 Computer Expenses			3,000.00	13,980.80	16,980.80
25 Dues				27.02	27.02
25 Education/Training				2,450.00	2,450.00
25 Employee Morale				100.91	100.91
25 Office Supplies & Expenses					0.00
25 Bank Charges				364.02	364.02
25 Supplies & Expense				1,909.58	1,909.58
<b>Total 25 Office Supplies &amp; Expenses</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 2,273.60</b>
25 Payroll					0.00
25 Payroll Taxes				22,746.76	22,746.76
25 Wages				297,007.49	297,007.49
<b>Total 25 Payroll</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 319,754.25</b>
25 Postage				293.42	293.42
25 Professional Fees					0.00
25 Consultant			8,320.00	49,447.37	57,767.37
25 HR Consultant				5,000.00	5,000.00
25 Legal Fees				2,867.50	2,867.50
<b>Total 25 Professional Fees</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>8,320.00</b>	<b>\$ 57,314.87</b>
25 Rent					0.00
25 Building Rent				21,950.27	21,950.27
25 Equipment Rental				2,443.57	2,443.57
<b>Total 25 Rent</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 24,393.84</b>
25 Telephone				770.18	770.18
25 Travel Allocation					0.00
25 Council Meeting/Other - Members & Staff				2,267.70	2,267.70
25 Member Travel - Other				896.95	896.95
25 Travel Staff				355.98	355.98
<b>Total 25 Travel Allocation</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 3,520.63</b>
<b>Total 2025 Administrative</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>11,320.00</b>	<b>\$ 448,352.76</b>
25 Program Expense					0.00
25 Access to Services					0.00
25 ASK Steering Committee & Research				11,701.73	11,701.73
<b>Total 25 Access to Services</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 11,701.73</b>
25 Advocacy & Communications					0.00
25 Communications				17,245.74	17,245.74
25 Public Policy / Legislative Education				5,400.00	5,400.00
<b>Total 25 Advocacy &amp; Communications</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 22,645.74</b>
25 Home & Comm Based Del System					0.00

25 Best Practices in Case Management			164,344.00		164,344.00
25 Dual Diag Targeted Disparity			24,098.83		24,098.83
<b>Total 25 Home &amp; Comm Based Del System</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 188,442.83</b>
25 Self Advocacy Leadership			19,014.40		19,014.40
25 Florida SAND			62,159.44		62,159.44
25 Partners In Policymaking Coordinator			16,250.00		16,250.00
25 SAL TF Travel/Supports			298.36	57,441.94	57,740.30
<b>Total 25 Self Advocacy Leadership</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>298.36</b>	<b>\$ 154,865.78</b>
<b>Total 25 Program Expense</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>298.36</b>	<b>\$ 377,656.08</b>
Ask My Accountant (Transactions in Process)			7,443.85	5,900.91	13,344.76
<b>PROGRAM EXPENSE</b>					<b>0.00</b>
2023 Expense					<b>0.00</b>
23 Aging			33,656.67		33,656.67
23 Cross Cutting		7,500.00			7,500.00
23 Home & Comm Based Del System		71,347.39	122,077.45		193,424.84
<b>Total 2023 Expense</b>	<b>\$</b>	<b>78,847.39</b>	<b>\$</b>	<b>155,734.12</b>	<b>\$ 234,581.51</b>
2024 Expense					<b>0.00</b>
24 Access to Services			123,649.74		123,649.74
24 Communications			256.00		256.00
24 Task Force Expenses					<b>0.00</b>
24 HCS TF			108,353.35	15,015.38	123,368.73
24 Self Advocacy Leadership TF					<b>0.00</b>
24 Partners In Policymaking			43,266.72	9,505.38	52,772.10
<b>Total 24 Self Advocacy Leadership TF</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>43,266.72</b>	<b>\$ 9,505.38</b>
<b>Total 24 Task Force Expenses</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>151,620.07</b>	<b>\$ 24,520.76</b>
<b>Total 2024 Expense</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>275,525.81</b>	<b>\$ 24,520.76</b>
<b>Total PROGRAM EXPENSE</b>	<b>\$</b>	<b>78,847.39</b>	<b>\$</b>	<b>431,259.93</b>	<b>\$ 24,520.76</b>
<b>Total Expenses</b>	<b>\$</b>	<b>79,132.03</b>	<b>\$</b>	<b>542,394.85</b>	<b>\$ 856,449.65</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>439,361.38</b>	<b>\$</b>	<b>524,004.37</b>	<b>-\$ 856,449.65</b>
<b>Net Income</b>	<b>\$</b>	<b>439,361.38</b>	<b>\$</b>	<b>524,004.37</b>	<b>-\$ 856,449.65</b>



**EXECUTIVE COMMITTEE MEETING**  
**Tuesday, January 21, 2025**

**Zoom Meeting**  
<https://fddc.zoom.us/j/81422598332>

**Meeting ID: 814 2259 8332**  
**Passcode: 539781**  
**4:45 p.m.-5:30 p.m.**

**OUR MISSION**

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

<b>4:45 p.m.</b>	<b>Call to Order</b> <b>Welcome &amp; Roll Call</b>	<i>Eddie Hall, Chair</i>
<b>4:50 p.m.</b>	<b>Adoption of the Agenda **</b>	
	<b>Approval of the Minutes</b> <i>(A) 09/19/2024 **</i>	<i>Eddie Hall, Chair</i>
<b>5:00 p.m.</b>	<b>Employee Service Recognition Program</b> <i>(B) Employee Service Recognition Policy/Process**</i>	<i>Eddie Hall, Chair</i>
<b>5:00 p.m.</b>	<b>Determining Priorities for 2025</b> <i>Salary/Benefits Study</i> <i>Bylaws Review</i> <i>Personnel Manual Revision</i> <i>Review of Interested Council Member Applications</i>	<i>Eddie Hall, Chair</i>
<b>5:30 p.m.</b>	<b>Public Comment</b>	
<b>5:30 p.m.</b>	<b>Meeting Adjourned</b>	<i>Eddie Hall, Chair</i>

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

**Florida Developmental Disabilities Council, Inc.**

**Finance/Executive Committee Meeting Minutes**

**Thursday, September 19, 2024**

**Thursday, September 19, 2024**

**Executive Committee Members Present:** Eddie Hall; Enrique Escallon; Dr. Dennis Hart; Elly Hagen; Sarah Goldman; Yolanda Herrera; and Arizona Jenkins.

**Executive Committee Members Absent:** None .

**Other Council Members and Guests Present:** Lauren Modawell; Michael Sayih; Carla Mercer; Susan Nipper; Denise Anderson; Dr. Jean Sherman; Caitlyn Clibbon; Anna Cleveland; Tremayne Simpkins; and Charlotte Temple.

**Guests:** Danielle Towery, HR Solutions; Lisa Fountain and Kerry Parsons attorneys through Nabor, Giblin, and Nickerson (via Zoom).

**Staff Present:** Valerie Breen, Executive Director; Dr. Sue Kabot; Kristin Vandagriff; Jan Pearce; Margaret Hooper; and Monica Moye.

Breen conducted roll call and quorum was established. Hall called the meeting to order at 12:45 pm.

**I. Adoption of the Agenda**

Action Taken: Hall asked for a motion to modify the agenda to move the approval of the 2025 budget to the third agenda item. Hagen made the motion. Goldman seconded. Discussion was offered; none occurred. Motion passed unanimously.

Hall thanked the Executive Committee members for their due diligence in managing employee complaints since the May 2024 meeting and making decisions for the whole organization. Hall also thanked FDDC's human resource consultant through James Moore HR Solutions, Danielle Towery, and attorneys through Nabor, Giblin, and Nickerson for working with FDDC in investigating complaints and guiding committee members through the Executive Director Employment Agreement and performance evaluation. Hall stated that Danielle Towery attended this meeting in-person and FDDC's attorneys, Kerry Parsons and Lisa Fountain had joined via zoom to clarify any questions that members may have and clarify any information provided. Hall noted that he asked them to be present for both the approval of the July 26, 2024, meeting, investigation of employee complaints, and any questions about the Executive Director employment agreement addendum. Hall noted that all information had been provided to members via e-mail earlier in the month to Executive Committee members.

**II. Approval of the Minutes**

Hall noted that each of the draft minutes provided would need to be voted on separately. He stated that the June 24, 2024, and July 2, 2024, minutes were in their Council books and that the July 26,

2024, minutes were sent under separate cover via e-mail to Executive Committee members for their review.

Action Taken: Jenkins made a motion to adopt the June 24, 2024, minutes. Hagen seconded. Discussion was offered; none occurred. Motion passed unanimously.

Action Taken: Dr. Hart made a motion to adopt the July 2, 2024, minutes. Jenkins seconded. Discussion was offered; none occurred. Motion passed unanimously.

Hall directed Executive Committee members to their e-mail from July 26, 2024, minutes, and noted that hard copies were available if needed.

Action Taken: Hagen made a motion to adopt the July 26, 2024, minutes. Hart seconded. Discussion was offered. Escallon noted that he had not received the minutes. Goldman noted a September 8, 2024, e-mail was sent with the minutes. Escallon asked for a minute to find a copy of the minutes. He noted that one board member was not able to review the presentation and needed follow up, and that was not captured in the minutes. Hall decided to table the minutes discussion to allow for follow-up time.

Escallon noted to Parsons and Fountain, attending by zoom from the attorney's office, that some dates were wrong in their investigative report and may be typos. Fountain asked for specific date typos. Escallon stated that the medical leave date timeframe was noted to be 2023 and not 2024 on page 4 of the report as an example. Fountain noted this to be a typographical error. Escallon denoted a needed follow-up that should be discussed without staff present by moving into a closed session, if personnel could leave the room. Breen objected. She asked for clarification if Escallon was referring to the investigative outcome report issued based on Breen's human resource complaint. Escallon confirmed. Hall recognized the need for a closed session and stated that there would be a follow-up set up for another time.

### **Executive Director Performance Evaluation | Addendum to Employment Agreement**

Hall reported that Towery provided members with the final Executive Director Performance Evaluation through e-mail which included feedback from staff and Council members. Based on the results of Breen's performance evaluation Treasurer Hart and Chair Hall met with Towery to determine the compensation based on the methodology used with all FDDC staff. Hall stated that the employment agreement between FDDC and the Executive Director can be renewed annually for up to three years. Since the committee agreed to renewal for this year, Towery and the FDDC attorney drafted an addendum to the employment agreement to reflect the new annual compensation. The addendum to the employment agreement was provided under separate cover to the Executive Committee via e-mail prior to the meeting.

Action Taken: Jenkins made a motion to adopt the employment agreement addendum as presented. Hart seconded. Discussion was offered.

Escallon noted a question on options on the addendum stating that the compensation could go different ways. He posed to Towery his question regarding whether adjusting salary versus giving a bonus for the addendum was the only option to reward the Executive Director for performance or are there other options? Towery stated that Breen's salary was within the established salary range, and should her new salary have been at or near the top of the range, she would have been treated like other staff relating to the bonus being an option.

The motion to adopt passed unanimously.

Hall stated that Executive Committee members received an update via e-mail regarding the Vanda Jenkins lawsuit. Towery reported that she wanted to confirm with members that they saw the most recent e-mail that the plaintiff's attorney filed an amended complaint with a different statute related to employment contracts. Towery reported that the complainant did not have an employment contract, and they will move back to the original claim.

Fountain asked Hall to be excused secondary to another commitment. Hall thanked Fountain and Parsons for attending.

Towery then discussed the four separate employee complaints. She stated that three of the complaints were investigated by independent counsel, Lisa Fountain, through Nabor, Giblin and Nickerson. The report of the investigation was finalized and sent to the Executive Committee members. One complainant has been notified of the outcome. Towery reported that one complaint included allegations of discrimination based on age and disability. The outcome from the investigation is that the complaint was unsubstantiated. Two additional complaints were received on the same day. One was regarding retaliation and hostile work environment and the other was regarding discrimination based on disability. After investigation of each complaint, both were found to be unsubstantiated.

Action Taken: Escallon asked what could be done to ameliorate the impact of the complaints to lessen future risks. Towery denoted that all appropriate measures had taken place. Escallon noted the importance of transparency and that the Council should be aware of decisions. Breen provided context that staff were not happy with an updated organization chart issued in November 2022. Breen denoted that she was asked in October 2023 to engage a new HR firm to develop a harassment process so that staff would not go to the Council but instead use a proper complaint process. Breen denoted her recommendation for engagement of a board development resource as a future investment.

### **III. Approval of FDDC 2025 Budget**

Hall reminded members that up to \$25,000 was approved for staff coaching. Hall denoted that the committee may need to decide if that decision should be modified. Towery noted the last salary study is outdated and recommends conducting a new one to retain quality talent. Three quotes were discussed. Hall denoted this item would be tabled.

#### **A. Staff Coaching Proposals**

Hall reported Towery was tasked with identifying a coach to work with staff and the Executive Director. Towery presented one proposal in May 2024 and was tasked with providing additional proposals.

- Take Flight Learning: \$22,000.00 all inclusive
- Velocity Consulting Group: \$15,000.00 without travel costs
- Brian Hillard: \$12,250.00 without travel costs

Hall reported Towery was also tasked with obtaining proposals for a competitive salary study. Towery recommends Culeppepper in the amount of \$8,895.00. Towery recommended using funds to create a training and development program as well as a formalized morale program. Towery recommends tabling this item and revisiting updated recommendations on the use of funds in the future.



Action Taken: Escallon made the motion to table this item. Hagen seconded. Discussion was offered; none occurred. Motion passed unanimously.

#### **IV. Public Input**

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

Hall adjourned the meeting at 3:04 pm.

DRAFT



## **Employee Service Recognition Program**

### **Purpose**

The purpose of the Employee Service Recognition Program is to help promote employee engagement and loyalty by celebrating the milestones of our dedicated workforce, fostering a culture of recognition and appreciation. FDDC will recognize and reward employees for their continuous service and dedication to the organization. Employees are an essential part of our success, and this recognition program aims to honor their contributions over time.

### **Eligibility**

All full-time and part-time employees who have completed at least 5 years of continuous service with the organization are eligible for service recognition awards.

Recognition awards will be given in increments for every subsequent 5 years of service.

### **Award Structure**

Employees will be awarded a monetary bonus of \$250 for every 5 years of continuous service. The amount will be cumulative and awarded at the end of each service milestone.

<b>Years of Service</b>	<b>Award Amount</b>
5 Years	\$250
10 Years	\$500
15 Years	\$750
20 Years	\$1,000
25 Years	\$1,250
30 Years	\$1,500
35 Years	\$1,750
40 Years	\$2,000

### **Award Distribution**

The service award will be distributed as part of the payroll in the month of the employee's service anniversary.

Awardees will receive a formal congratulatory message from the organization's leadership, Council, and staff, and may be publicly acknowledged during company events, newsletters, or other appropriate platforms.

**Calculation of Service**

Service is measured from the employee's official start date with the organization.

Only continuous service is considered. Any approved leaves of absence (such as medical leave) will not affect the service calculation.

Breaks in service (e.g., resignations or terminations) will reset the employee's service count, unless otherwise determined by the organization (e.g., reinstated under special agreements).

**Taxes and Deductions**

The service recognition award is considered a taxable benefit and will be subject to all applicable federal, state, and local taxes. The award will be included in the employee's regular paycheck, and deductions will apply.

**Effective Date**

This program is effective January 1, 2025 and applies to all employees as of this date.

**Exceptions and Amendments**

FDCC reserves the right to amend or terminate this policy at any time. Any changes will be communicated in advance to employees. Exceptions to this policy may be made at the discretion of senior management, depending on special circumstances.

**Florida Developmental Disabilities Council, Inc.**

**FULL COUNCIL MEETING  
AGENDA  
Wednesday 1/29/25-Friday 1/31/25**

**OUR MISSION**

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

**Wednesday January 29<sup>th</sup>**

**LEGACY SOUTH 1- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

<b>1:00 p.m.-3:00 p.m.</b>	<b>FAMILY CAREGIVER FOCUS GROUP</b> <b>**FOR FAMILY CAREGIVERS ONLY</b>	<i>Facilitated by WellFlorida</i>
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**Wednesday January 29<sup>th</sup>**

**DAY 1- FULL COUNCIL MEETING BEGINS  
LEGACY NORTH- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

<b>3:30 p.m.</b>	<b>Introductions/Call to Order</b>	<i>Eddie Hall, Chair</i>
	<b>Adoption of the Agenda **</b>	<i>Eddie Hall, Chair</i>
<b>3:30 p.m.-4:30 p.m.</b>	<b>Anti-Harassment Presentation</b> <i>(A) Power Point</i>	<i>Danielle Towery, HR</i> <i>James Moore HR Solutions</i>
<b>4:30 p.m.-5:30 p.m.</b>	<b>Florida Sunshine/Ethics Presentation</b> <i>(B) Power Point</i>	<i>Greg Stewart, Attorney</i> <i>Nabor, Giblin and Nickerson</i>
<b>5:30 p.m-6:00 p.m.</b>	<b>Questions/Answers</b>	
<b>6:00 p.m.</b>	<b>Dinner on Own</b>	

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**Thursday January 30<sup>th</sup>**

**DAY 2- FULL COUNCIL MEETING BEGINS  
LEGACY NORTH- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

<b>9:00 a.m.-10:30 a.m.</b>	<b>Public Policy Committee</b> <i>All Council Members Please attend</i> <i>(see pink section of Council book)</i>	<i>Sarah Goldman, Chair</i> <i>Margaret Hooper, Staff</i>
<b>10:45 a.m.-1:00 p.m.</b>	<b>State Plan Committee</b> <i>All Council Members Please attend</i> <i>(see blue section of Council book)</i>	<i>Dr. Jean Sherman, Chair</i> <i>Dr. Susan Kabot, Staff</i>
<b>11:30 a.m.-1:00 p.m.</b>	<b>Working Lunch</b>	<i>Lunch provided</i>

1:30 p.m.	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
1:30 p.m.	<b>Approval of the Agenda**</b> <b>Approval of the September Minutes</b> <i>(C) September 19-20, 2025</i>	<i>Eddie Hall, Chair</i> <i>Eddie Hall, Chair</i>
1:45 p.m.-3:15 p.m.	<b>The DD Act and Council Responsibilities</b> <i>Federal standards and requirements</i> <i>(D) Power Point</i>	<i>Amy Deaville, Administrator</i> <i>Information &amp; Technical</i> <i>Assistance Center, ACL</i>
3:15 p.m.-3:30 p.m.	<b>Break</b>	
3:30p.m.-4:15 p.m.	<b>Full Council Discussion/Vote</b> <i>Public Policy Committee Recommendations</i> <i>State Plan Committee Recommendations</i> <i>Finance Committee Recommendations</i> <i>Executive Committee Recommendations</i>	<i>Eddie Hall, Chair</i> <i>Sarah Goldman, Chair</i> <i>Jean Sherman, Chair</i> <i>Dennis Hart, Chair</i> <i>Eddie Hall, Chair</i>
4:15 p.m.-5:00 p.m.	<b>Chair/Vice Chair Report</b>  <b>Executive Director Report</b>	<i>Eddie Hall, Chair</i> <i>Enrique Escallon, Vice Chair</i> <i>Valerie Breen, Exec. Dir.</i>
5:00 p.m.	<b>Public Comment/Meeting Adjourned</b>	<i>Eddie Hall, Chair</i>
5:45 p.m.-7:00 p.m.	<b>Council Member Dinner</b> <i>FDDC Recognition</i>	<i>Florida Hotel</i> <i>Cricket's Restaurant</i> <i>Private Room- Dinner</i> <i>provided</i>

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**Friday January 31st**

**DAY 3- FULL COUNCIL MEETING**  
**LEGACY NORTH- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL**

8:30 a.m.-10:00 a.m.	<b>Working Breakfast</b>	
9:00 a.m.	<b>Call to Order/Roll Call</b>	<i>Eddie Hall, Chair</i>
	<b>Adoption of Agenda **</b>	<i>Eddie Hall, Chair</i>
9:00 a.m.-10:30 a.m.	<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 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>
10:30 a.m.	<b>Public Comment</b>	<i>Eddie Hall, Chair</i>

10:45 a.m.

Full Council Dates/Reminders/Adjourn *Eddie Hall, Chair*

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**SELF-ADVOCATE AND STATE/SISTER AGENCY FOCUS GROUPS**

11:00 a.m.-1:00 p.m.	<b>LEGACY NORTH- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL</b>	
	<b>Self-Advocate Focus Group</b> <i>Self-Advocate Council Members ONLY</i>	<i>Facilitated by WellFlorida</i>
	<b>LEGACY SOUTH- 2<sup>ND</sup> FLOOR MEZZANINE LEVEL</b>	
	<b>State/Sister Agency Focus Group</b> <i>State/Sister Agency Representatives ONLY</i>	<i>Facilitated by WellFlorida</i>
11:00 a.m.-1:00 p.m.	Boxed Lunch	<i>For all Members</i>



## Why Harassment Training Matters

An overview of the importance of harassment training and strategies to prevent and address harassment in the workplace.

**Florida Development Disabilities Council, Inc.**

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## Foster a Safe and Respectful Workplace

<b>Understand employee rights and responsibilities</b> <ul style="list-style-type: none"><li>Inform employees of their rights, like a harassment-free workplace, and their duty to ensure respect.</li></ul>	<b>Prevent legal and reputational risks</b> <ul style="list-style-type: none"><li>Tackle harassment early to prevent lawsuits, fines, and harm to your brand.</li></ul>	<b>Encourage accountability and positive behavior</b> <ul style="list-style-type: none"><li>Foster a respectful culture where employees own their actions and show professionalism and courtesy.</li></ul>
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## Understand Harassment and Its Impact

### Types of Harassment

<b>Sexual Harassment</b> 	<b>Harassment Based on Protected Characteristics</b> 	<b>Subtle Actions</b> 	<b>Overt Actions</b> 	<b>Unconscious Bias</b> 
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### Quiz

1 Workplace harassment is only considered harassment if it occurs between coworkers.  
True or False?

2 Which of the following is an example of workplace harassment?  
A. Inviting a coworker to a social gathering after work.  
B. Making jokes about a co-worker's religion.  
C. Complimenting a coworker on their outfit.

3 Which of the following are protected characteristics under US federal law?  
• Weight  
• Smoking status  
• Race and gender  
• Pregnancy



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### Understand Harassment and Its Impact

#### Sexual Harassment

Examples:

- Unwanted sexual advances
- Unwelcome touching
- Requests for sexual favors
- Remarks about someone's gender or sexuality
- Inappropriate comments or jokes
- Sexual gestures or innuendos
- Displaying sexual material



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### Understand Harassment and Its Impact

#### Harassment Based on Protected Characteristics

Examples:

Unwelcome or offensive conduct including degrading comments, slurs, jokes, or mocking someone's

- Race
- Color
- National origin
- Gender
- Gender identity
- Sexual orientation
- Pregnancy
- Genetic information
- Religion
- Age
- Disability
- Marital status
- Other protected characteristics



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## Subtle vs. Overt Actions

### Subtle Actions

Can create a toxic work environment when repeated or ignored.

- Visibility, Intent & Impact**
  - Less obvious
  - Subtle
  - Builds up over time
- Microaggressions**
  - Indirect or casual comments/actions that demean a person.
  - "You aren't like other X people I know."

- Exclusion**
  - Intentionally leaving someone out of meetings or social events without a valid reason.
- Stereotyping**
  - Assigning tasks or making assumptions based on someone's characteristic.
  - Assuming a female should take meeting notes.

- Backhanded Compliments**
  - Comments that sound like praise but contain underlying negativity.
  - "You're really articulate for someone from your background."
- Passive Aggressive Behavior**
  - Indirect hostility.
  - Ignoring someone's contributions.
  - Using dismissive body language.



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## Subtle vs. Overt Actions

### Overt Actions

Violate workplace policies & laws outright

- Visibility, Intent & Impact**
  - Clear and undeniable
  - Usually intentional and deliberate
  - Immediate and apparent
- Verbal Abuse**
  - Insults
  - Threats
  - Offensive comments
  - Racial slurs
  - Sexual remarks

- Physical Behavior**
  - Unwanted touching, pushing, or other forms of physical intimidation.
- Sexual Advances**
  - Explicit propositions, gestures, or displaying sexually suggestive materials.
- Public Humiliation**
  - Yelling or criticizing an employee in front of others to demean them.

- Intimidation**
  - Using one's position of power to force compliance or silence dissent.
- Retaliation**
  - Punishing an employee for reporting harassment.
  - Demotion or exclusion from projects.



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## Unconscious Bias and Harassment

Unconscious biases are automatic attitudes or stereotypes that influence workplace perceptions and actions, often leading to microaggressions, exclusion, and a toxic environment.





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## Unconscious Bias & Harassment

### Examples

- Assuming women are less capable leaders or that certain ethnic groups are more suited for specific roles. Dismissing, ignoring, or interrupting.
- Managers unconsciously favoring employees who share their background or interests, while excluding others from key opportunities.
- Mispronouncing someone's name repeatedly or making "jokes" based on cultural or gender stereotypes.
- Mocking accents or cultural practices.
- Justifying behavior as harmless. Labeling offensive behavior as "just teasing" or "not a big deal."
- Older employees excluded from technology-related projects.
- Younger employees belittled for their "lack of experience."

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## Scenarios

(1)  
Emily, a new employee, notices that her supervisor frequently makes inappropriate comments about her appearance and asks her personal questions unrelated to work. Emily feels uncomfortable.  
**What should Emily do in this situation?**

(2)  
Jamal, a manager, notices that one of his team members, Maria, has been repeatedly making unwelcome advances toward another team member, Alex. Alex has expressed discomfort with Maria's behavior but has not reported it formally.  
**What should Jamal do in this situation?**

(3)  
Sarah notices that her colleague, John, frequently makes derogatory comments about their coworker, Ben, based on Ben's gender identity. Sarah feels uncomfortable with John's behavior.  
**What should Sarah do in this situation?**

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## Scenarios

(4)  
Lee's manager often makes sarcastic remarks about Lee's inability to balance work with parenting responsibilities. The comments are disguised as jokes, but Lee finds them demeaning.  
**What should Lee do about this situation?**

(5)  
After reporting a senior worker's inappropriate behavior to HR, Sam notices their workload has increased significantly and they are no longer included in important meetings.  
**What type of behavior might this represent?**

(6)  
A harassment victim tells a manager that s/he has been harassed but asks the manager not to report the harassment.  
**What should the manager do in this situation?**

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### Prevention Strategies

Foster a Respectful Workplace

Encourage Open Communication

Set Clear Boundaries

Utilize Bystander Intervention

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### Bystander Intervention

1


**Assess The Situation**  
Evaluate the severity  
Determine if the behavior requires action

2

**Gauge Safety**  
Consider whether it's safe to intervene directly or if you need to involve others (e.g. Manager, HR).

3

**Choose an Intervention Strategy**  
The 4 Ds of Intervention



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### The 4 D's of Intervention

Direct

Diffuse

Delegate

Delay

Address the behavior immediately if the situation feels safe and you are confident in addressing the behavior. For example, say:

- "That comment is inappropriate; let's keep this professional."

Or

- "Please stop; this is making others uncomfortable."

Diffuse the situation indirectly by shifting attention when direct confrontation may escalate the situation.

Or

- Start a conversation with the target or harasser about something unrelated
- Deliberately drop or spill something to interrupt the interaction.

Involve someone with more authority or expertise if you're unsure how to act or feel unsafe intervening yourself.

Or

- Report the incident to HR or a manager
- Alert a nearby colleague or team leader who can step in.

Address the situation after it has occurred when immediate action isn't possible or safe.

- Check in with the targeted individual privately to see if they're okay.
- Ask if they want to report the incident.
- Document the incident for future reporting.

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### Setting and Respecting Boundaries

- Communicate Clearly**  
Use direct, specific language to explain your boundaries.  
"I prefer not to discuss personal topics at work."

- Reinforce Boundaries**  
If someone crosses your boundary, remind them respectfully.  
"Please keep the conversation professional."

- Respect Others' Boundaries**  
Be mindful of others' boundaries and avoid behaviors that might inadvertently cross them.  
Building trust requires mutual respect.



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### Reporting Harassment

- Follow company reporting procedures**  
Report conduct to immediate manager, Director of Contracts & Operations, or the designated HR representative.  
Complaints should be submitted as soon as possible after an incident occurs, preferably in writing.
- Provide detailed documentation**  
Document the specifics of the harassment, including who was involved, what occurred, when and where it happened, and any other relevant details to support your report.  
Who, What, When, Where

- Understand protections against retaliation**  
Be aware that your organization has policies in place to protect employees from any form of retaliation for reporting harassment in good faith.
- Confidentiality is priority**  
Safeguarding privacy remains crucial, to the extent possible.



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### Quiz

1

Employees who experience workplace harassment are protected against retaliation for reporting it.  
True or False?

3

Where can employees report incidents of workplace harassment?

- Coworker
- Supervisor/Manager
- HR
- Executive/Director

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Employees who witness workplace harassment are not obligated to report it if they are not directly involved.  
True or False?

2

Harassment prevention training is a one-time requirement for employees.  
True or False?

4

Employers are not responsible for addressing workplace harassment if it happens outside of regular working hours or off company premises.  
True or False?

6

Asking a co-worker for a date is not sexual harassment.  
True or False?



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### Our Commitment to a Safe Workplace



**Zero-Tolerance policy for harassment**



**Regular training & awareness programs**



**Open door policy for concerns & feedback**



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### Closing & Questions

- Remember-Everyone is responsible for fostering a respectful workplace.
- Questions or concerns? Reach out to HR or your manager.

**Thank You For Participating!**



**Danielle Towery, PHR**  
HR Consultant  
danielle.towery@jmco.com  
352-406-6122



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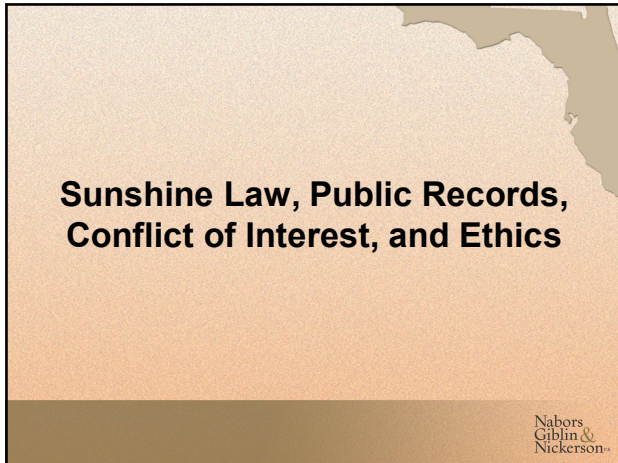
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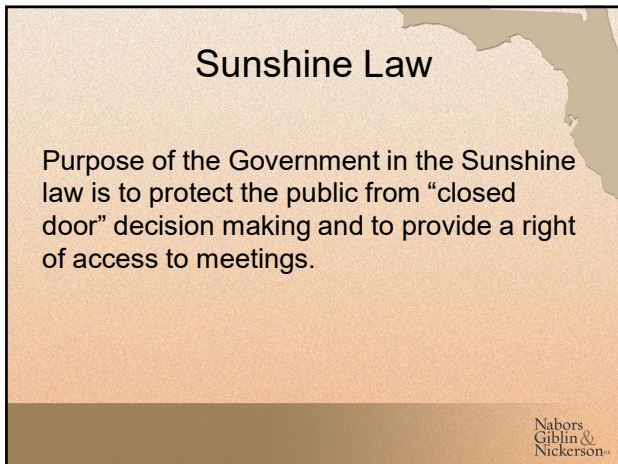
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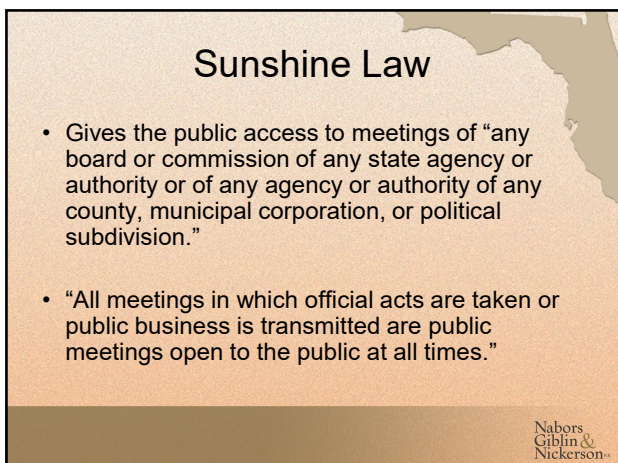
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## Sunshine Law

Applies to all Boards, Committee or Subcommittees:

- That official business may be taken; or
- That have the authority to make recommendations to the Governing Board.

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## Sunshine Law Application

- Applies to formal and informal discussions between two or more members about a matter on which the Council may take action.
- May apply to in-person discussions, telephone calls, e-mails, texts and even social media (Facebook, Twitter, Instagram, etc.)
- Does not generally apply to staff unless staff has been delegated some decision-making authority.

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## Compliance with Sunshine Law

- (1) **Reasonable Notice of Meetings** — Reasonable and timely notice, which depends on the circumstances. Though generally no less than 72 hours.
- (2) **Open to Public** — Meetings cannot be held at exclusive or inaccessible facilities.
- (3) **Minutes** — Written minutes must be kept, which contain a brief summary of the meeting's events and must record any votes. Written minutes and any recordings become public records.

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## Sunshine Law Violations

- Violation can void the Council's decisions or recommendations.
- Second Degree Misdemeanor to **knowingly** violate the Sunshine Law, which is punishable by a fine of up to \$500 and/or up to 60 days imprisonment.
- Possible removal from position.
- Attorneys Fees

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## Public Records Law

- Creates a right of access to records made or received in connection with official business of a public body.
- "Every person has the right to inspect or copy any public record made or retrieved in connection with official business of any public body."

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## Public Records

Include: all records, regardless of physical form or means of transmission, made or received in connection with transacting official business. May include records developed by staff and individual council members.

- Unless statutorily exempt and/or confidential, all public records are subject to disclosure and must be retained pursuant to the state records retention schedule.

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## Is this a Public Record?

- An email/text from staff wishing me a happy birthday? Not a public record.
- An email/text from staff asking if I'm available to meet next Tuesday? A transitory public record, therefore does not need to be retained.
- An email/text from staff asking my opinion on a new Council policy? Is a public record.

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## Public Records

- Each Council member must ensure the preservation of public records in their possession.
- **Practice tip:** when sending emails or text message or if you receive emails or text messages on your personal account related to Council business you should always send a copy to: \_\_\_\_\_@fdcc.org

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## Public Records Requests

- Can be made:
  - *Verbally or in Writing, and*
  - *By any person*
- FDDC:
  - *Has a reasonable time to respond*
  - *Can charge for the cost of retrieving records if the amount or nature of the records requires extensive use or staff time.*
  - *Can otherwise charge 15 cents/page*

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## Public Records Law

Does NOT require:

- *FDDC to create records*
- *FDDC to produce records in specific format if not already in that format*
- *FDDC to verbally answer questions to explain records.*

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## Public Records Violations

- Violators may be fined up to \$500
- **Knowingly** violating may result in removal from position and being charged with a first degree misdemeanor

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## Conflict of Interest

A conflict of interest exists when a member has a personal interest that impairs the independence of his/her judgment to the point that it tends to lead to the disregard of his/her public duty.

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## Conflict of Interest Policy

Applies to:

- Council members and Task Force members
- Relatives
- Partners and business associates
- Organizations of which members are employees, officers, directors or consultants.

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## Conflict of Interest Policy prohibits members from:

- Directly or indirectly soliciting or accepting anything of value that is intended to influence his/her decision.
- Using or attempting to use his/her Council position, property or resource to secure a special privilege, benefit or exemption for him/herself or others.
- Disclosing or using information not available to the general public and gained by reason of their Council activities for personal gain/benefit.

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## Conflict of Interest Policy (continued)

- Using a portion of his/her salary as a match for a Council grant or contract.
- Monitoring a project where he/she has a direct or indirect financial interest.

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## Code of Ethics

- Cannot solicit or accept gifts (anything of value) intended to influence your vote/judgment.
- Cannot accept any compensation/payment given to influence a vote.
- Cannot do business with one's agency.

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## Bylaws

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## Questions?

Please direct questions to

Greg Stewart [gstewart@ngnlaw.com](mailto:gstewart@ngnlaw.com)

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Florida Developmental Disabilities Council, Inc.

FULL COUNCIL MEETING MINUTES- DAY 1

Thursday, September 19, 2024

Council Members Present: Elly Hagen; Eddie Hall; Dr Dennis Hart; Yolanda Herrera; Dr. Jean Sherman; Carla Mercer; Lauren Modawell; Arizona Jenkins; Michael Sayih; Charlotte Temple; Andrea Gary; Enrique Escallon; Christina Cordova; Caitlyn Clibbon; Tremayne Simpkins for Victoria Gaitanis; Dr. Beth Boone; Denise Anderson; Kira Houge; Susan Nipper / Anna Cleveland (for Taylor Hatch – APD); Sarah Goldman; and Meagan Owens (for Kimberly Quinn – ACHA)

Council Members Absent: Jennifer Duggar; Victoria Zepp; Austin Noll; Danielle McGill; and Kali Wilson.

Staff Present: Valerie Breen, Executive Director; Dr. Sue Kabot; Kristin Vandagriff; Margaret Hooper; Monica Moya; Dr. Chris Reeve; and Jan Pearce.

Hall called the meeting to order at 3:05pm

I. Adoption of the Agenda/Adoption of the Minutes

Action Taken: Escallon made a motion to adopt the agenda as presented. Jenkins seconded. An opportunity for discussion was provided; none occurred. Motion passed unanimously.

Action Taken: Hall made a motion to adopt the minutes as presented. Modawell seconded. An opportunity for discussion was provided; none occurred. Motion passed with one abstention by Gary.

II. Chair Report

- Hall reported that he was able to attend the ARC's Florida Advocacy Days representing the Council as Chair.
- Hall presented a PowerPoint describing his speaking opportunities to discuss self-advocacy.
- Hall mentioned trying the transportation features at Disney and noted the boat and train were very accessible; however, there were opportunities for improving accessibility in other areas.
- Hall denoted working diligently with Breen to keep work moving forward.

III. Executive Director Report

- Breen presented a PowerPoint entitled "Pivoting for the Future."
- She discussed how critical it is to "change before you have to" from Jack Welch, Former CEO of GE.
- Breen denoted the environmental scan she conducted for the organization and noted how income stayed the same, costs went up, everything went online, and employee work demands changed.

- Background was provided from when Breen became Executive Director. The value of staff and supporting them was denoted. Changes in being able to integrate remote staff into the organization were discussed, as well as general changes occurring during COVID-19. The importance of processes being in place was of the utmost importance. Breen thanked her staff for stepping up and taking over responsibilities beyond their normal day-to-day tasks. Being solution-oriented was denoted to be critical and a value seen in FDDC staff. Staff were reported to have stretched their talents and skills to build for the future and support the organization and its work.
- Breen thanked Council leadership, noting that they engaged in addressing difficult situations, worked with subject matter experts, and made the best ultimate decisions on behalf of FDDC.
- Breen then discussed the future, providing background on NACDD and its new leader, Jill Jacobs, CEO.
- Making I/DD top of mind in Florida was noted to be critical, which led to the creation of the Our.Care.Matters videos with 250,000 views to date.
- Breen discussed what is seen to be on the horizon on the national level:
  - I. Home and Community Based services such as Medicaid, Long Term Support Services (LTSS), or Waivers will soon be evaluated:
    - Principles, Rules, or Expectations
    - Communities where people reside
    - Services, focusing on what's needed
  - II. Home and community-based funding is facing three issues on the national front:
    - Subminimum wage (14c)
    - Intentional communities
    - Managed care

#### Managed Care

- It was noted that managed care task force meeting minutes were provided in the Council book.
- Breen asked for Council guidance from members on the best ways to utilize staff time.
- A report on managed care was provided, noting that the quality case management efforts have been, and will be, brought forward to agencies.
- Breen asked if the Council should have staff at the table for managed care discussions, as well as be at the table to talk about principles for intentional communities and eliminating the pre-enrollment list.
- It was noted that Louisiana's efforts around not having a waitlist may be a model to explore.

### Intentional Communities

- Jenkins noted the value of living in the community.
- Simpkins asked for a definition of intentional community; a definition was provided. Simpkins noted input from VR consumers that many appreciate intentional communities as they don't have to worry about being misunderstood.
- Dr. Boone noted the concern to moving to more segregated settings and shared that cultural humility requires us to listen to people with disabilities.
- Input included feelings of safety and belonging in intentional communities.
- Important setting principles were noted such as access, safety, belonging, and having needs met without being removed from the community at large.
- Inclusive community models were mentioned.
- Anderson appreciated the points made and noted that everyone can move to communities with likeminded people and desires. It was noted to be especially critical to engage people with disabilities.
- Modawell noted that living in an independent living community for 8 years with 158 individuals with disabilities felt like a big family.
- Temple noted participation in this effort would be useful.
- Jenkins cautioned against building communities that tell you when to get up, what to wear, or what to eat.
- The Council determined that time should be dedicated to intentional community conversations. Anderson offered to help support this area.
- It was denoted that a core principle of a community should be inclusivity of people with and without disabilities. The ability to have families there would be important.
- Clibbon agreed with much of the discussion and supports developing principles. She noted that input tends to be very for or against, and that efforts should be led by self-advocates.
- The critical nature of people with Intellectual/Developmental Disabilities being offered choices was discussed.
- It was determined that FDDC will follow the discussion on the national level and provide input on principles.

### Subminimum Wage Elimination

- Clibbon noted that DRF supports eliminating the subminimum wage. It was noted that it is a complicated effort.
- Goldman shared bills regarding ABLE accounts. This would allow employers to put money into these accounts which in turn will support this effort.
- Goldman noted that subminimum wage is important as people with disabilities deserve to be paid fairly. It was noted to be a community integration issue as well.
- The Council denoted a desire to have staff time dedicated towards this effort.



### Pre-enrollment Waitlist

- Dr. Sherman noted that there's no movement to eliminate the pre-enrollment waitlist. Approaching the issue through exploration of other models was noted to be valuable by the Council.

### IV. Legislative Platform

Goldman, Chair of the Public Policy Committee, and FDDC staff Hooper presented on the FDDC 2025 legislative platform.

- Access to Services
- HCBS Delivery Systems
- Aging Caregivers

In addition, the committee approved three additional priorities:

1. Transportation pilot
2. Dental services
3. Budget concerns related to the pre-enrollment category

Dr. Sherman asked for additional detail regarding dental services. Hooper provided additional details on needs. Lack of training for caregivers regarding dental hygiene was another area denoted.

Lastly, the committee saw value in presenting legislative awards for those who champion issues for people with Intellectual/Developmental Disabilities. The committee moved forward with approving one award for a Representative and one for a Senator.

Action Taken: Clibbon made a motion to accept the 2025 legislative platform. Hart seconded. Discussion was offered; none occurred. Motion passed unanimously.

### V. Public Input

Hall asked if there was Public Comment, there was none.

The council meeting was adjourned at 4:42pm.

Florida Developmental Disabilities Council, Inc.

FULL COUNCIL MEETING MINUTES- Day 2

Friday, September 20, 2024

Council Members Present: Elly Hagen; Eddie Hall; Dr. Dennis Hart; Yolanda Herrera; Dr. Jean Sherman; Carla Mercer; Lauren Modawell; Arizona Jenkins; Michael Sayih; Charlotte Temple; Christina Cordova; Caitlyn Clibbon; Dr. Beth Boone; Tremayne Simpkins for Victoria Gaitanis; Andrea Gary; Kira Houge; Susan Nipper / Anna Cleveland (for Taylor Hatch); Sarah Goldman; Denise Anderson; Austin Noll with Meagan Owens (for Kimberly Quinn); and Enrique Escallon (via Zoom)

Council Members Absent: Jennifer Duggar; Victoria Zepp; Kali Wilson; and Danielle McGill.

Staff Present: Valerie Breen, Executive Director; Dr. Sue Kabot; Kristin Vandagriff; Margaret Hooper; Monica Moye; Dr. Chris Reeve; and Jan Pearce

Hall called the meeting to order at 9:01 am.

I. Adoption of the Agenda

Noll introduced Owens as the new staff attending Council meetings for the Agency for Health Care Administration (AHCA).

Action Taken: Temple made a motion to adopt the agenda as presented. Goldman seconded. An opportunity for discussion was provided; none was offered. The motion passed unanimously.

II. New State Plan: Next Steps

- Hall introduced a presentation by Dr. Kabot and Jeff Feller, CEO of WellFlorida. Dr. Kabot provided background on the state plan development process.
- It was noted that DD Council members are to be the driving force behind the State Plan.
- It was also reported that collaboration with the DD Network and other partners is critical. This includes the two Florida University Centers of Excellence in Developmental Disabilities (UCEDD) and Disability Rights Florida (DRF).
- FDDC will be reaching out to stakeholders to obtain input on state needs.
- The state plan development process was noted to take 18 months.
- It was reported that information is being gathered about the State of Florida which includes demographics, state disability characteristics, as well as disability demographics related to residential settings.
- A portrait of state services will be developed looking at core areas established federally such as health, employment, housing, transportation, childcare, etc. This will become a report looking at present challenges in Florida.
- Dr. Kabot presented the requirements given federally by ACL that must be included within the state plan. The self-advocacy and leadership requirement was described. The Targeted Disparity requirement was denoted as well with examples provided from previous plans to relay context. The DD Network Planned Collaboration requirement

was discussed and defined to be work that is done with the Mailman Center, South Florida Center for Inclusive Communities, and Disability Rights Florida.

- It was denoted that task forces will need to look at their projects to determine what may need to continue into the next state plan.
- It was noted that the project grid with updates on efforts, per project, was included in Council meeting materials.
- Breen noted that sustainability considerations are integral throughout this process.
- Jenkins noted that the self-advocacy and leadership programs are good to have as they teach people with disabilities to stand up for themselves and others. Jenkins shared his experience being a Fellow and noted that our current program provider has really evolved the program and done a wonderful job.

Jeff Feller, CEO, of WellFlorida presented an overview of what the CRA process would include.

- An introduction to WellFlorida was provided. It was noted to be 1 of 11 health councils in Florida. Expertise includes program management, program evaluation, assessment of needs (county, regional, statewide, etc.). WellFlorida helped with the past FDDC CRA and has completed similar efforts for other entities. WellFlorida administers programs as well as provides lived experience administering social service programs.
- The role of the Council was discussed. Council members will participate in primary data collection such as focus groups and surveys. There will be a focus on self-advocates and family members/caregivers. Council members will participate in discussion of the analysis of the data as well. Council members were also noted to be driving the strategic planning discussion and selection of priorities. The goal was denoted to be developing a consensus in vision moving forward.
- The CRA and strategic plan development timeline was shared. The process began August 1, 2024. In July of 2026, the final plan will be submitted federally. Each phase was displayed on a chart denoting the timeframes for completion. Areas especially critical for Council member participation were highlighted.
- CRA data collection was discussed denoting the primary and secondary data which would be collected.
  - I. Phase 1 was noted to include a self-advocate survey, family member/caregiver survey, and focus groups with family members/caregivers and self-advocates.
  - II. Phase 2 will include focus groups with Council members, key informant interviews with Council staff, as well as state agency leaders.

With respect to secondary data, state information and the state profile will be created using existing data sets. State agencies will be contacted to obtain most data sets. Census data will also be utilized.

- The overall CRA analysis process was denoted. Focus on state issues and challenges will be supported by primary and secondary data which describe the status of:
  - I. Eligibility for services criteria
  - II. Analysis of barriers to full participation of unserved and underserved groups of individuals with developmental disabilities and their families
  - III. The availability of assistive technology, waiting lists, analysis on adequacy of current resources and projected availability of future resources to fund services
  - IV. Analysis of adequacy of health care and other services/supports/assistance that individuals with developmental disabilities received in facilities
  - V. The adequacy of home-and community-based services.

It was noted that focus groups will be slated for January 2025. Surveys were reported to be an opportunity for Council members to share the survey with those in their networks. It was clarified that even if a member is set for a focus group, they should also take the survey.

- It was reported that the state plan under development will run from 2027-2031.
- A development timeline was shared starting with the May 2025 Council meeting which will include introduction of the CRA findings.
- The September 2025 Council meeting will include votes on goals and objectives. Following this meeting, the 45-day public comment period will begin.
- The January 2026 Council meeting will include a presentation of public input as well as any suggested plan edits with a Council vote for approval. A second 45-day public input period may begin, if necessary.
- The May 2026 Council meeting was noted to include a presentation of public input, if necessary, and a final vote on the plan before it is submitted federally. Jenkins asked for clarification on how they would receive the survey. It was clarified that they will receive an email with a link that includes a blurb. The blurb denotes which link should be used, depending on being a self-advocate or family caregiver/family member. If there are survey questions, there will be a phone number to call.
- Modawell noted having many friends who are advocates for themselves and asked how to connect those who live in her intentional community to share their input. It was noted that she could share the survey link.
- Some focus groups will need participants who are not Council members so there may be opportunities to connect Council member networks with this opportunity in the future. It was clarified that the survey is an area for personal responses and focus groups can share personal and general issues holistically. Jenkins asked if interviews would be done over the phone, Zoom, or in-person. It was clarified that Council members will have a live focus

group in January 2025. WellFlorida will work with members on focus group participation and how they can connect their network with this opportunity.

## VI. State & Sister Agency Reports

### A. Agency for Persons with Disabilities (APD) Report

- Nipper reported on application eligibility to streamline the process and make it as transparent as possible with go live date set for fall. This will allow for submission and status to be conducted online. More information on the process will also be provided online.
- Care Navigation is now Hope Florida. It has been available since last summer. It supports serving complex cases served throughout multiple cases of care.
- APD can now offer care navigation services for voluntary participation. The goal is to create a seamless network of support for community living and achievement of goals.
- A CDC+ program update was provided. Support coordinators must inform participants of the CDC+ option. In collaboration with families, a CDC+ brochure is now available.
- 3,000 interest and offer letters were sent out to 3-5 pre-enrollment categories as well as three-six for those in managed care pilot areas.
- APD is working with ACHA and contracted managed care entity, Florida Community Care (FCC) to ensure enrollment is smooth. The first enrollment will be effective October 1<sup>st</sup>, with hundreds of responses delivered through mail.
- A caregiver age change occurred due to legislation; it has been lowered from 70 to 60 which allows for category 4 placement on the pre-enrollment list. Outreach has been conducted to identify category changes for over 200 clients. Additional changes continue to occur. The new application will capture this information.
- APD received funding to enroll individuals with a sibling in category 4-6.
- Florida Unique Abilities Partners program was established to recognize businesses that support the independence of those with a disability. This program will allow APD to build upon it.
- APD's Adult Pathways initiative is a partnership with AHCA and University of Miami-Mailman Center to develop a new Medicaid waiver program for those transitioning into adulthood. Three focus sessions along with regional meetings have been held to obtain input on program development. Key takeaways thus far are:
  - Safe place to live
  - Community support system and friends
  - A job
- APD is looking at enhancements in transition planning, working with sister agencies.
- Adult Day Training programs must be licensed by October 1<sup>st</sup>. The initial rule workshop has been held, and a second was held recently. Comments provided informed the draft rule language. ADT licenses will be for a 3-year period.

- Dr. Boone asked if people move from the pre-enrollment list onto managed care pilot, can people enroll in managed care if they are not in pre-enrollment? It was clarified they do need to be on the pre-enrollment list. It was asked what happens to previous pre-enrollment category spots once people agree to the managed care pilot should the pilot not work for them. Noll noted that sometimes plans work out well for individuals and sometimes they do not. It was shared that after a time of being on the Intellectual/Developmental Disability pilot, they are bumped up on pre-enrollment list and can move more quickly onto the iBudget waiver. If an individual didn't like the managed care pilot, a one-year timeframe is provided to move to a slot on either the long-term supports and services waiver or iBudget waiver. Breen noted that there are three ways to move off the managed care pilot: crisis, a year, and possibly a 6-month option with set criteria. This will be provided in follow up after the meeting. It was noted that if they move out of the managed care county, they will need to move onto a waiver. Breen denoted that once they enroll in the pilot, they have a full package of managed care.
- Temple asked about the amount of time this would occur.
- Nipper noted that the initial round of letters noted it focused on HCBS settings, not ICFs which go through annual choice options.
- Hooper asked about changes in the categories served by the pilot. Nipper clarified that crisis categories 1-2 would be included in the pilot.
- Dr. Sherman asked about the electronic system and improvements that have been made. It was noted that challenges have been present with iConnect, but progress has been made, with more provider reports generated. More information can be provided as follow up.
- Noll noted the commitment to find efficiencies, meeting with stakeholders to learn about challenges to improve the system.
- Clibbon asked how many letters were sent out total. 3,500 total letters were noted to be sent.
- Clibbon asked about what happens if they want to leave before a year. It was noted that follow-up will be provided after this meeting.
- Dr. Sherman asked about the situational assessment and if it was delivered on a regular basis every three years, noting updated assessments as people age is important. The QSI is the tool used and was reported to be completed every 3 years or more frequently if changes have occurred. Individual follow-up will occur after the meeting. Lapses in QSI assessments were noted to be something Dr. Sherman was hearing about.
- Herrera noted that iConnect glitches can make the support coordinators look inefficient and make communication challenging. She shared that the report is very valuable and asked for the report to be made available.
- Nipper offered concerns to be routed to her and she will support navigation to the appropriate state staff.

**B. Agency for Health Care Administration (AHC) Report**

- Noll denoted participating in Family Café and taking input from stakeholders back to inform his work.
- It was shared that the agency has been busy working with APD on the pilot program.
- It was noted that the managed care contract negotiations have concluded. Materials on changes coming and health plans for each region will be updated soon. A 2-page snapshot discusses expanded benefits. A longer slide deck (over 70 slides) covers all items in more depth. The first workshop on Veteran Administration services within managed care was held recently and resources on the changes for these services are posted online as well.
- The diabetic supply rule is being finalized and goes into effect Oct. 1. It will allow these supplies to be able to be picked up at the pharmacy.
- The home health aide program has been finalized regarding its rules and is effective October 1. It allows families to be reimbursed for services provided to children up to 8 hours a day, per child. Cordova noted confusion on the income parent/family caregivers can receive and asked if it was taxable and if it counted against family income that is looked at for obtaining services. Noll noted being in regular communication with the legislature about the bill to lessen confusion. The bill was designed to not exclude that income as countable income. It was noted that each family's dynamic and each program was different. Home health aide providers receive \$25/hour for these positions. A Department of Children and Family (DCF) style calculator would allow families to plug in their information and see impacts. Clibbon noted that for those that have concerns, stakeholders could reach out to Rep. Tremont regarding input should any amendments be offered in the future related to the bill. Concerns were noted regarding 8 hours vs. 12 hours. The floor for what agencies can pay was noted to be minimum wage. Herrera noted the critical nature of behavioral therapists and current shortages. Noll shared that his wife has a painful degenerative condition, and it allows him to bring lived experience as a caregiver to this work.

**C. Department of Elder Affairs (DOEA) Report**

- Houge reported that new federal regulations have come out and are being reviewed. The Older Americans Act is going to be reauthorized this year. The State of Florida is well aligned with the regulations. Most rules won't be implemented until 2028. Staff went to the HCBS Conference and co-presented with Director Breen. Senior Farmers Market and Nutrition Program provides seniors with local fresh produce. An event in Jacksonville was noted. Noll shared that he appreciated Breen supporting that presentation.

**D. Division of Vocational Rehabilitation Report**

- Simpkins reported that Gaitanis will soon be moving on from Vocational Rehabilitation. He shared that RSA monitoring occurred in February. The agency shift is moving towards closer alignment with federal regulations. The agency's paradigm shift is occurring with financial management system to support reporting to RSA. Many states are not fully using funding allotted, giving funding back federally. This can result in less funding, and possibly moving to order of selection. Aware, the new case management system, will

support fully using funding, including the 15% under WIOA for transition age youth. Focusing on employment outcomes like earning outcomes after exit at different intervals. The focus is on long term employment based on federal regulations. Speed of service from application/IPE start is in the process of being improved. Staff vacancies were a noted challenge. Times can vary based on region and staffing. Temple noted that the website having something for people to understand the VR process timeline and stressing applying before graduation would be useful. A brief FAQ was noted to be useful for the future. An orientation video was noted to be on the VR website which discusses timeframes.

E. Florida Department of Education- BEES Report

- Duggar was unable to attend

F. Department of Health, Children's Medical Services

- Gary reported on the background information on the agency. During the last council meeting, input was sought regarding desired items to be covered in these reports. Early Steps conducted a provider needs assessment to understand the primary drivers and hesitancy. Results were used to develop materials such as videos, flyers, etc. a career page has been created for providers. Efforts related to advocacy for additional funding were noted to be underway.
- It was reminded that services are provided where children live, learn, and play. Increasing the rate for early intervention services was requested.
- A study is being conducted of the program, in a surveillance model, to see what improvements can be made.
- Child find efforts were noted to be improving, with numbers of children identified and services being noted as having increased.
- Point of care marketing at pediatric offices has been initiated. Public service announcements have come out across social media to increase awareness to reach families and providers to bridge gaps
- The CMS health plan has transition assessment readiness beginning at the age of 14 and helps to identify needs and goals. This lessens the chances that gaps in medical care occur.
- A team of transition specialty care managers has been developed with specialty experience in disability and medical complexities.
- Title 5 program funded by HRSA is conducting a 5-year needs assessment.
- Enhanced self-advocacy skill building is occurring through webinars and a free for Florida residents annual summit (January 29-31, 2025).
- A roadmap was developed for providers to use to improve their ability to engage with people with disabilities and medical complexities.

G. University of Miami- Mailman Center Report

- Dr. Sherman reported on the background of the Mailman Center. A strategic planning process was noted to be ongoing. Three main priorities have been identified:
  - i. Develop/implement health equity training,



- ii. Further develop LEND curriculum, bringing it more up to date with technology and focusing on community partners looking at community participative research training in clinical services.
- iii. Using more innovative technology techniques within service delivery.

Training through Project SALT is ongoing, annually to biannually. The State of Nebraska sent Developmental Disability Council members to Project SALT to learn how to implement something similar in Nebraska. There will be an AUCD presentation discussing this at the next conference. It was noted that Project SALT was initiated through FDDC funds.

#### H. University of South Florida- Florida Center for Inclusive Communities (FCIC) Report

- Dr. Boone reported on some general information about UCEDDs and noted that they are part of a national network.
- ACL funding is slight but leveraged into obtaining other funding.
- FCIC has 28 programs and projects and has 16 million in grant funding. The focus is early childhood education, employment, community living, health work, and pre-service training.
- New grants have come in from United States Department of Education.
  - i. One is called STAY and focuses on cognitive behavior therapy to address chronic school absenteeism.
  - ii. The other is a 9.9 million award to integrate VR and Artificial Intelligence (AI) into Launch Services, focused on transition for youth with disabilities, including an array of employment services. It is a 5-year grant to support the use of those technologies.
- FCIC is also completing its 5-Year State Plan and is looking for ways to collect data together. Many questions and audiences are similar. FCIC's plan application is due in April. Family Café was utilized for the needs assessment.
- Three community conversations will be held in October across the state with virtual options available.
- Jenkins noted that Project SALT is a good program. He also shared that a training speaker noted that his disability was hereditary, when it was not. It was noted that more training might be helpful for trainers. This was noted to be 8 years ago, and that training has been modified and new presenters have been put in place including self-advocates who have been through the training and installed as presenters.

#### I. Disability Rights Florida (DRF) Report

- Clibbon reported on individual advocacy and legal representation for people with disabilities.
- DRF received a separate grant from the violence against women to improve how women are served in the state.
- A needs assessment is also underway with a findings report being forthcoming.
- A lawsuit occurred over incontinence supply coverage for adults, with the settlement being approved by the court and ACHA being presently engaged in rulemaking to adjust the rule.

- Regarding Supported Decision Making (SDM), the next steps were noted to be training entities regarding SDMA's and working with the state court administrator to train judges and attorneys.
- DRF is working with waiver support coordinators to train them as well. The DRF legislative agenda is in the process of being developed. The voting rights hotline was noted to be run through DRF and it was shared that if there are registration, vote by mail, or election day voting issues, people with disabilities can call the voting hotline to troubleshoot that issue.
- Dr. Sherman asked if DRF considers shelters available to women in local areas to be a place to provide technical assistance. It was noted that it is not at that phase yet but will be. Dr. Sherman denoted when looking at adequacy of shelters, to ensure the needs of older women are considered.

## VII. Committee Reports

### A. Public Policy Committee Report-provided by Sarah Goldman, Chair

Action Taken: Jenkins made a motion to adopt the report. Clibbon seconded. Discussion was offered; none occurred. The motion passed with one abstention- Gary.

### B. State Plan Committee Report- provided by Dr Jean Sherman, Chair

Action Taken: Hart made a motion to adopt the report. Goldman seconded. Discussion was offered; none occurred. The motion passed unanimously.

### C. Finance Committee Report- presented by Dr. Dennis Hart

Action Taken: Escallon made a motion to adopt the committee report. Temple seconded. Discussion was offered; none occurred. The motion passed with one abstention- Gary.

### D. Executive Committee Report- provided by Eddie Hall

Action Taken: Hart made a motion to adopt the July 26 meeting minutes. Herrera seconded. Discussion was offered; none occurred. Escallon noted that Bylaws would not be tabled. All members voted in favor other than Gary who abstained. The motion was adopted and the minutes were approved.

Action Taken: Hagen made a motion to adopt the report. Jenkins seconded. Discussion was offered; none occurred. All members voted in favor other than Gary who abstained. The motion was carried.

## VIII. Public Input

Hall asked if there was Public Comment, there was none.

The council meeting was adjourned at 1:17pm.



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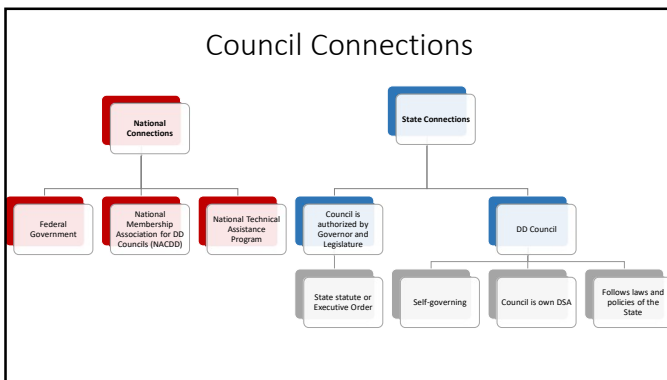
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### Created by Federal Law

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 Public Law 106-402 (commonly called the **DD Act**)

- **Title I, Subtitle B talks about the functions of a Council.**
  - **Engage in advocacy, capacity building, and systems change activities**
  - Work should contribute to a coordinated, consumer and family centered and directed, system of community services, individualized supports, and other assistance to help people with developmental disabilities exercise self-determination, independence, productivity, and be integrated and included in all facets of community life.

The DD Act includes policies, goals of the nation, and principles for DD Act programs to follow.

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## The Council and Federal Government

The Administration for Community Living (ACL)  
The Administration on Disability (AoD)  
Office of Intellectual and Developmental Disabilities (OIDD)

- Are the federal offices that provides oversight, develops regulations, provides help and guides state and territory DD Council programs.

OIDD Program and Fiscal staff are assigned to help Councils.

All DD Council State plans and performance reports are sent to and approved by OIDD.

The DD Council report information is used by AoD/OIDD to develop reports to Congress.

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## The Council is...

- An entity of the state.
- Volunteer Council members guide the work.
- Has the power to make decisions.
- Gets money from Congress each year.
- Is looked after by a federal agency and office.
- Must obey federal law(s), regulations, policies, and other rules.
- The focus is people with developmental disabilities and community living.



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## DD Councils must follow Federal and State laws, regulations, policies, and procedures

### HIGHLIGHTS

- **State plan** - must be in line with State law; the State plan and activities are approved each year by the federal office that looks after DD Councils.
- **Budget must have Council approval** - each year a budget must be approved by Council members and sent to the federal office. The budget should show how the Council is planning to spend federal money to do the work in the State plan.
- **Staff hiring and supervision** - must follow State laws; must follow Federal and State nondiscrimination laws; must follow State law and personnel policies when removing staff.

1/9/2025 4

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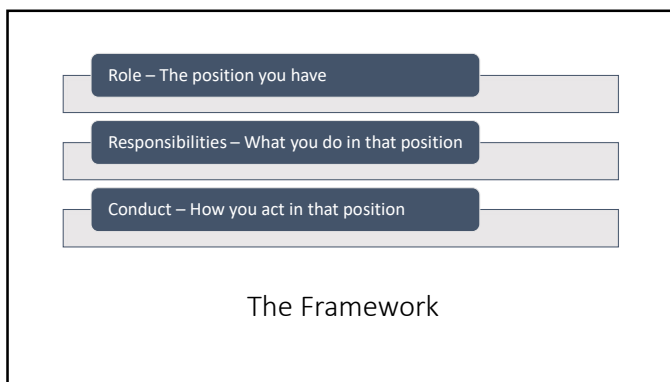
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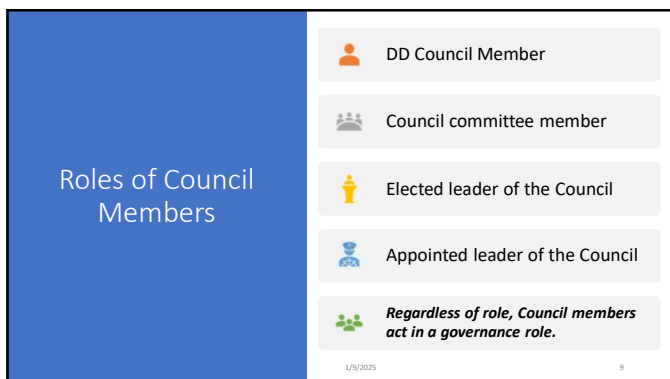
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### Governance vs. Management – what is the difference?

**Governance** is the “what” – the planning and leadership of the Council carried out by Council members. It is about planning and **overall** direction of the Council that is reviewed on a regular basis.

**Management** is the “how” – the delivery of the plans and the work of the Council. It is the day-to-day running of the Council and supporting members, staff, and others to understand and carry out the vision of the Council.

1/9/2025 10

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Roles:

Council

Staff

ED

**Primary role of the Council**

- The Council provides direction
- The Council provides oversight
- The Council approves funding

**Primary role of staff**

- The staff helps the Executive Director more efficiently implement the directives set by the Council.

**The Council watches progress and investments**

- Is the Council moving in the right direction?
- Are Council activities creating results?
- Is the funding being used?

**The ED is responsible for making things happen with the help of the rest of the staff**

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- Decide on the mission.
- Hire an Executive Director.
- Evaluate the Executive Director each year and encourage them.
- Help Create a 5-Year Plan.
- Make sure the 5-year plan is worked and that progress is happening.
- Approve budget; watch how the money is being spent.
- Develop well-informed Council members.
- Safeguard Legal and Ethical honesty.
- Improve the DD Council's “public standing”.

Basic Duties of a DD Council Member

1/9/2025 12

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## Decide on the Mission

Create a statement that says what the DD Council's main goals are and who the Council will focus on.

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## Hire an Executive Director



Look at and bring up-to-date the job duties of the Executive Director; Search for and undertake a careful search for a person that meets the requirements for the job. The Council must hire the person following State rules and policies.



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## Evaluate the Executive Director Each Year and Encourage them.



- DD Council members should make sure to encourage the Executive Director and give them needed professional support to help reach the goals of the Council.
- Each year, the Council must evaluate the Executive Director; evaluation means a yearly review of the Executive Director's job performance; the Council must follow State rules.



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Help Create a 5-Year Plan



DD Council members should actively participate in the planning process for the DD Council 5-Year State plan.



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Make sure the 5-year plan is worked and that progress is happening.



DD Council members

- Provide leadership for direction of how goals and objectives will be done (activities).
- Approve money to do the activities.
- Monitor the results of the activities and how the activities affected people with developmental disabilities and their families through reports that Council staff provide.



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Approve the budget and watch how the money is spent



DD Council members must:

- Decide where money will be spent.
- Approve money decisions.
  - State Plan activities
  - Council operations
- Receive reports on how the money is spent.



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### Develop well-informed Council members.

DD Council members should:

Help find people who would be good Council members

Help new Council members in their role.

Help new members learn from each other.

Think about asking each member what they need to be a better Council member.

Give Council members information they need to be good leaders.

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### Ensure legal and ethical integrity



- Know about laws and rules for people appointed by the Governor.
- Know about and follow conflict-of-interest policies to make sure citizens can trust your actions.
- The DD Act requires Council members stay away from conflicts of interest.

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### Improve the DD Council's "public standing".

Talk about the Council's mission, successes, and goals reached so that people in your State/Territory will support your work.

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## Responsibility to the Whole

1/9/2025

When the DD Council acts, it must do so as a group.

Individual members have absolutely no power; authority comes from the DD Council as a whole – one group.

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## The whole, continued

Members think and discuss with each other. Members can respectfully disagree with one another about an issue.

Once a vote is taken, members should support the DD Council's decision even if a member voted against it.

**Being divided reduces the value and work of the DD Council's voice and leadership.**

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## Important duties for the Member

- Attend all meetings of the Council.
  - Attendance helps make sure quorum is met. Quorum is the number of members needed for the Council to make decisions.
- Actively participate in Committee work
  - Active engagement helps move Council work forward!
- Abide by the Council by-laws, Policies and Procedures
  - Bylaws provide the structure for operations. Review, understand, and follow Council bylaws.

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Council staff:

What does the DD Act say?

- The Council shall hire an Executive Director.
- The Council shall supervise the Executive Director.
- The Council shall evaluate the Executive Director every year.
- The Executive Director shall hire staff to help do the work of the Council.
- The Executive Director supervises Council staff.
- The Executive Director evaluates Council staff every year.

*Note: The Director works for the Council and is supervised by the Council; the Council staff works for the Director and is supervised by the Director*

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Member – Staff Partnership




Staff members share the vision of the Council.



Council members provide leadership and guidance for the work the Council will do.



Staff gives help and information to the Council.



Council members and staff work together as partners.

1/9/2025 26

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Council member responsibilities to staff

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Council members have ONE staff member. The Executive Director.

Frequently, we hear that Council staff (other than the Director) approach Council members to complain about co-workers.

Council members should not listen to complaints from Council staff (staff is anyone other than the Executive Director).

- If Council staff have complaints or concerns, they must follow the rules and processes in place for this organization.

Recommendation: Stop the Council staff person from telling you their problem; tell them to follow the grievance procedure to deal with their problem; do not talk to other Council members about problems – this is gossip and will cause tension.

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Who does what? Basic Task Chart

Activity/Decision	DD Council	Executive Director
Budget	Approves	Recommends and provides input
Staff Evaluations	Evaluates Executive Director	Evaluates all other staff
Day-to-day operations	No role	Makes all management decisions
5-Year Plan	Develops and approves	Ensures full implementation

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Beyond Tokenism

Board Inclusion Through Meaningful Engagement  
Friedman, Mark, et al. "INCLUSION." 2016.

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6 Elements  
of Board  
Inclusion

- 1. Authentic Membership
- 2. Deliberate Communication
- 3. Full Participation
- 4. Meaningful Ways to Contribute
- 5. True Influence
- 6. Mentors and Supports

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## Authentic Membership

Equal status, recognition and the individual's presence as board member

- Recruitment is thorough and broad-based
- Individual is provided board orientation
- Individual attends board meetings, retreats and fellowship opportunities
- Board and management are committed to inclusion
- Board has a budget for inclusion supports

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## Deliberate Communication

Communicating in ways that are easy-to-understand

- Individual is afforded use of technology to prepare and participate in meetings.
- Individual's communication style or use of interpreter is factored into board discussions.
- Individual is routinely called upon for their input and asked for clarification when needed.
- Board adopts user friendly document practices (i.e. plain language, large type, color coding, reduced jargon).
- Board has user friendly meetings (i.e. additional time to understand the discussion and decisions, zero acronyms, everyone is part of the discussion).

32

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## Full Participation

Active involvement

- Individual accommodations include frequent breaks.
- Individual receives on-going board training.
- Individual participates in committees or sub-committees.
- Board membership includes two or more individuals with disabilities.
- Board maintains contact with the individual between meetings.

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## Meaningful Ways to Contribute

Contribute in ways that use their gifts, talents, and expertise

- Individual areas of interest are given outlets for action.
- Individual provides agenda items for meeting.
- Individual received leadership and other types of training.
- Board assignments are completed in pairs that include the individual.
- Board member duties are explained and carried out.

34

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## True Influence

Feel like they are making a difference

- Individual is in leadership or co-leadership role.
- Individual's suggestions and/or ideas are adopted by the board.
- Individual participates in efforts to educate policymakers or other stakeholders.
- Board and organization have written by-laws and policies that require inclusive practices.
- Board rotation adds new individuals with different voices and perspectives.

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## Mentors and Supports

Tools and coaching opportunities needed to prepare for and be effective at board meetings

- A board mentor is provided.
- Transportation assistance and expenses are provided in advance.
- Materials sent 1 week before meetings and in easy-to-read formats, if helpful.
- Pre-meetings are provided to enhance participation and preparation.
- Board meetings arrangements allow for closer seating to leadership.

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## Why is it important?

- Individual Outcomes Include:
  - Increased self-confidence
  - Expanded leadership roles
- Organizational Outcomes Include:
  - Adoption of person-centered practices
  - Increased quality and satisfaction
  - Expanded views of capabilities of people with disabilities

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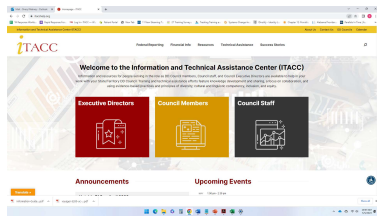
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## Council Member Resources



38

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## Questions or Comments?

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39

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## 2025 STANDING COMMITTEE MEMBERS

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

### **State Plan Committee**

**Jean Sherman, Chair**

**Staff, Sue Kabot**

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Sarah Goldman

Elly Hagen

Dennis Hart

Yolanda Herrera

Danielle McGill

Carla Mercer

Kali Wilson

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**Staff, Valerie Breen**

Enrique Escallon, Vice Chair

Dennis Hart, Treasurer

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Elly Hagen, At-Large (Elected)

Yolanda Herrera, At-Large (Appointed)

Arizona Jenkins, At-Large (Appointed)

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Arizona Jenkins

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Carla Mercer

Lauren Modawell

Kali Wilson

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Caitlyn Clibbon

Enrique Escallon

Andrea Gary

Sarah Goldman

Charlotte Temple

Kali Wilson



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**Beth Boone, Co-Chair**

**Staff, Jamie Mayersohn**

Denise Anderson

Caitlyn Clibbon

Elly Hagen

Dennis Hart

Carla Mercer

Charlotte Temple

Kali Wilson

Victoria Zepp

### **Resource Members**

Siddiqua Alleyne

Danny Armstrong

Jordan Chastain

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Mirna Diaz

Enrique Escallon

Eddie Hall

Yolanda Herrera

Lauren Modawell

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Susan Nipper

Kimberly Quinn

Charlotte Temple

Victoria Zepp

### **Resource Members**

Kevin Johnson

Laura Minutello

### **Broad Systems Change/Emerging Issues- AD HOC**

# 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