



# September 18-19, 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  
Kristen Conlin, [kristenc@fddc.org](mailto:kristenc@fddc.org) or 850-488-4180

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**State Plan  
Committee**

2

**Finance  
Committee**

3

**Executive  
Committee**

4

**Public Policy  
Committee**

5

**Full Council**

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

**COUNCIL MEETING SCHEDULE**

**Thursday September 18 & Friday September 19, 2025**

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

**Thursday September 18<sup>th</sup>**

**DAY 1- FULL COUNCIL MEETING – LEGENDS 1**

9:00 a.m.	Introduction/Call to Order	<i>Eddie Hall, Chair</i>
	Adoption of the Agenda **	<i>Eddie Hall, Chair</i>
	Adoption of May 2025 Minutes **	
9:15 a.m.	Chair/Vice Chair Report	<i>Eddie Hall, Chair</i> <i>Enrique Escallon, Vice Chair</i>
9:20 a.m.-10:30 a.m.	Executive Director Report The FDDC Movement <i>Learning from the Past- Setting the Future</i>	<i>Valerie Breen, Executive Dir.</i> <i>Jim DeBeaugraine, Consultant</i>
10:30 a.m.-12:30 p.m.	Creating the Legislative Platform for 2026 <i>Setting Priorities</i>	<i>Sarah Goldman, Chair</i> <i>Jim DeBeaugraine, Consultant</i> <i>Valerie Breen, Executive Dir.</i>
11:45 a.m.-12:45 p.m.	Working Lunch	
1:00 p.m.-2:30 p.m.	State Agency & Sister Agency Reports	<i>Eddie Hall, Chair</i>
2:30 p.m.-2:45 p.m.	Break	
2:45 p.m.-3:45 p.m.	Video Creations & Program Projects <i>Program Team</i>	<i>Sue Kabot, Chief of Programs</i>
3:45 p.m.-4:30 p.m.	Standing Committee Updates <i>Outcomes &amp; Recommendations</i> State Plan Finance Executive	<i>Jean Sherman, Chair</i> <i>Dennis Hart, Chair</i> <i>Eddie Hall, Chair</i>
4:30 p.m.	Public Comment	<i>Eddie Hall, Chair</i>
4:30 p.m.	Meeting Adjourned	<i>Eddie Hall, Chair</i>
	Dinner on your own	

Friday September 19th

**DAY 2- FULL COUNCIL MEETING- LEGENDS 1**

9:00 a.m.	<b>Introduction/Roll Call</b>	<i>Eddie Hall, Chair</i>
9:15 a.m.-10:30 a.m.	<b>New Five-Year State Plan</b> <i>Access to Services</i>	<i>Well Florida Council, Inc.</i> <i>Sue Kabot, Chief of Programs</i>
10:30 a.m.-10:45 a.m.	<b>Break- Check out of hotel</b>	
10:45 a.m.-12:00 p.m.	<b>New Five-Year State Plan</b> <i>Behavioral Health</i> <i>Aging Families</i>	<i>WellFlorida Council, Inc.</i> <i>Sue Kabot, Chief of Programs</i>
12:00 p.m.-1:00 p.m.	<b>Working Lunch</b>	
12:30 p.m.-1:30 p.m.	<b>New Five-Year State Plan</b> <i>Self-Advocacy</i> <i>Emerging Issues</i>	<i>WellFlorida Council, Inc.</i> <i>Sue Kabot, Chief of Programs</i>
1:30 p.m.	<b>Public Comment</b>	<i>Eddie Hall, Chair</i>
1:30 p.m.	<b>Meeting Adjourned</b>	<i>Eddie Hall, Chair</i>

## Florida Developmental Disabilities Council, Inc.

### STATE PLAN COMMITTEE MEETING

#### Minutes

**Tuesday, August 26, 2025**

**5:00 pm–7:00 pm**

#### **Zoom meeting**

<https://us06web.zoom.us/j/87249502006>

#### OUR MISSION

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

**5:00 pm**

**Call to Order and Roll Call**

*Dr. Jean Sherman, Chair*

Dr. Jean Sherman, State Plan Committee Chair, called the meeting to order at 5:04 pm. She asked Sue Kabot to take roll.

State Plan Committee members present included Jean Sherman, Beth Boone, Sarah Goldman, Dennis Hart, Yolanda Herrera, Carla Mercer, and Kali Wilson. Absent were Elly Hagen and Danielle McGill.

Other Council members present were Denise Anderson, Tina Cordova, Enrique Escallon, Lauren Modawell, Michael Sayih, and Charlotte Temple. Agency representatives present included Gina Pickle (AHCA), Susan Nipper (APD), Caitlin Clibbon (DRF), and Mirna Diaz (VR).

Florida Developmental Disabilities Council staff present included Valerie Breen, Monica Moye, Sue Kabot, Chris Reeve, Jamie Mayersohn, and Jennifer Chung. Sheila Grift Swift, Consultant to the FDDC, was also in attendance.

Staff from WellFlorida that were present included Jeff Feller, Lindsay Redding, and Chris Abarca.

Quorum was established.

**Adoption of the Agenda \*\***

*Dr. Jean Sherman, Chair*

Kali Wilson made a motion to accept the meeting agenda as presented and Yolanda Herrera seconded it. It was approved by the State Plan committee members.

**5:05 pm**

**Approval of Minutes**

*Dr. Jean Sherman, Chair*

*(A) Minutes from 04/29/25\*\**

The April 29, 2025 draft State Plan committee meeting minutes were presented for approval. Carla Mercer made the motion to accept the draft minutes and Kali Wilson seconded them. The State Plan committee members approved the minutes as presented.

**5:05 pm**

**Draft 5-Year State Plan for Discussion  
at the September Council meeting**

*WellFlorida Council*

Jeff Feller, WellFlorida, introduced his team and Lindsey Redding reviewed the process to develop the Comprehensive Review and Analysis. They outlined the steps that they took to guide the Council members through the initial stages of providing input to influence the development of the draft state plan for 2027-2031. She then turned the meeting over to Sue Kabot, FDDC staff, to present the draft of the 5-Year State Plan as developed by Council staff and their consultant.

Sue began with an overview of how the structure of the next state plan is similar to the current state plan in that there are five goals in total and two of them are mandatory for inclusion. She also explained how the present Goal number 2 is being divided into activities that will now fall under the new plan's Goal 1 (i.e., Access to Services). These include the activity around increasing the supply of DSPs and the two activities that include the development of quality indicators (i.e., Case Management and Measuring Service Quality). The three remaining activities under the current Goal 2 will remain there with a new focus on Behavioral Health and Challenging Behaviors. Goal 3 is expanding to include new and more intensive focus on Aging Families. Goal 4 remains the Self-Advocacy Leadership goal with expansion to separate out PIP Alumni and the implementation of the alternate curriculum for self-advocates at lower reading and language levels. Goal 5 remains the emerging issues with the addition of the emergency response component, which is required by ACL. For each objective, Sue also presented a sampling of the ideas that Council members presented at the May Council meeting.

**6:50 pm**

**Public Input**

*Dr. Jean Sherman*

Jean Sherman asked if there was anyone from the public and there was no one in attendance so next steps were laid out. Council members will receive the PowerPoint presented and the recording made of the meeting for their review and for Council members who were not in attendance. They will receive an email with directions regarding how to submit their feedback and questions on the plan presented with a date to send their info by to Lindsey at WellFlorida. That feedback will be integrated into the presentation at the September 19 Council session where the Council members will be asked to approve the draft 2027-2031 state plan.

Jean Sherman adjourned the meeting at 6:27 pm.

*\*\* Requires vote*

Florida Developmental Disabilities Council, Inc.

STATE PLAN COMMITTEE

April 29, 2025 Approved Minutes

Meeting Start Time: 3:00 pm

Meeting End Time:

VIA ZOOM

Committee members present: Jean Sherman, Beth Boone, Yolanda Herrera, Carla Mercer, Kali Wilson

Committee members absent: Sarah Goldman, Elly Hagen, Dennis Hart, Danielle McGill

Council members present: Arizona Jenkins

Staff present: Susan Kabot, Valerie Breen, Chris Reeve, Jennifer Chung, Margaret Hooper, Kristin Vandagriff

Guests present: None

I. ITEMS ADOPTED BY COMMITTEE

- a. Draft agenda for April 29, 2025, meeting

Kali Wilson made a motion, and Carla Mercer seconded the motion to approve the draft agenda.

- b. Draft minutes from January 30, 2025, meeting

Beth Boone made a motion and Kali Wilson seconded the motion to approve the draft minutes from the January 30, 2025 State Plan Committee meeting.

II. RECOMMENDATIONS FOR FULL COUNCIL VOTE BY THE COMMITTEE

- a. None

III. PUBLIC COMMENT

- a. There was no public comment

Key points being made during the discussion:

Strive to Thrive: Many suggestions were made as to additional distribution channels for the survey for this project. The target is 300 completed surveys. Some of the ideas included Family Network on Disabilities, resending the survey through FDDC listserve and PIP graduate list, ARC of Florida, Special Olympics, and FL SAND parents.

Module 1 of the alternate PIP curriculum was shared with the group and feedback was obtained about both the curriculum and ideas for delivering the curriculum. The meeting attendees shared positive feedback about the curriculum itself. Several ideas were shared regarding who should be the people supporting the participants in the alternate curriculum (e.g., parents, past PIP graduates, Florida SAND Fellows). One member asked about modifications to the alternate curriculum for individuals who were more cognitively limited.

The ideas of dissemination and sustainability were introduced to the group, but due to limited time, were not fully discussed. This topic will be addressed in the future as the Council members see what projects will not be included in the next state plan that may benefit from legislative or state agency support.



**Access to Services Through Knowledge (ASK)**  
**Task Force Meeting, April 15, 2024, 3:00-4:30 pm**  
**Minutes**

**Call to Order**

*Elly Hagen, Chair*

At 3:05 p.m. Elly Hagen, Chair, called the meeting to order.

**Roll Call and Introductions**

*Elly Hagen, Chair*

Elly asked Chris Reeve to complete the roll call.

**Present Members:** Elly Hagen, Beth Boone, Caitlyn Clibbon, Carla Mercer, Charlotte Temple

**Absent Members:** Denise Anderson, Dennis Hart, Kali Wilson, Victoria Zepp

**Resource Members** *Danny Armstrong--absent*

**Staff** *Chris Reeve, Susan Kabot*

**Guests:** *Project staff from NADD and Mathematica presenting on the ASK Projects*

**\*\*Approval April 25, 2025, Agenda**

Elly reminded members that the agenda was shared with them in an earlier meeting and to please review it. She asked if any changes were needed. No one responded. She asked for a motion to approve the agenda. The motion was made by Charlotte Temple, and Beth Boone seconded the motion. At 3:09 the agenda was approved.

**\*\*Approval of December 9, 2024, Minutes**

Elly asked Chris to put the December 9, 2024, minutes on the screen. After giving time for review, Elly asked if changes were needed. None were noted. She asked for a motion to approve the minutes, and Beth Boone made a motion. Caitlynn Clibbon seconded the motion. And the minutes were approved at 3:12.

**Presentation on Research Design for 2025 for ASK** *NADD*

Chris introduced Jeanne Farr, the CEO from the National Association for the Dually Diagnosed (NADD). Jeanne shared an overview of their role in the ASK project this year. Their focus is on conducting research to support Mathematica's roadmaps and avatars. They began collecting data in March.

Kristin McGill, project manager, described her experiences in exhibiting and presenting at the virtual Autism in Black conference on April 11. She scheduled several focus group sessions from the conference, and she had 10 participants sign up during the session. They plan to participate again next year with several other public engagements set up over the next few months.

Data collection thus far included eight interviews scheduled, two focus groups scheduled or in progress, and one1 focus group and two interviews completed.

NADD will also be completing an Environmental Scan of current research relevant to project goals.

**Presentation on Roadmaps and Avatars**

*Mathematica*

Chris Reeve introduced Diane Beaver, who is presenting for Mathematica. She asked the Mathematica team to introduce themselves, including Claire Pendergrast, Rik Ghosh, and Yuri Feliciano. Their focus is on how to translate the research from NADD tools that are useful for locating and accessing services.

Tasks for this year are to design 15 roadmaps representing ways to go through the different stages and services needed throughout the life of individuals with I/DD and their families/caregivers. And they are creating 15 avatars representing stages of life, common characteristics, and goals and challenges they face.

Diane reviewed the reason for shifting from journey maps to roadmaps (i.e., because they aren't organized by life stage but are tagged with life stages). And she described the shift from personas to avatars (i.e., research with listening sessions and content committee showed people didn't want to hear about pain points or other characteristics of what they were living).

Mathematica are currently doing listening sessions to determine what works for the roadmaps/avatars. And they will use NADD's data to determine how people's experiences align or do not align with the effective way to go through a path (e.g., seeking guardianship).

Diane reviewed the 5 avatars they outlined thus far. Ric Ghosh then shared how it might look as a web application. Based on feedback from the Content Advisory, they are leaning from calling them avatars to "caregiver examples." Ric shared avatar examples that each included what roadmaps they are using at the stage in which they live.

Diane outlined the next steps including what they will be working toward in June. And then she opened the floor to questions.

## **Questions / Discussion**

Beth Boone commented that she thinks that the metamorphosis of the project has helped her see its utility and that of the ultimate platform. It keeps things simple. And she cautioned the team to keep the language simple and plain as well.

She shared that, in the past, CARD had a resource system but cautions that we need to be careful that we have a system for keeping the resources, steps etc. up to date. Diane shared a resource called Find Help that houses relevant resources. You can code things on the back end to automatically update resources to avoid having to have people to do this. She also suggested that for the resources we include in the beginning, we stay at a high level (e.g., state resources) to avoid systems being out of date.

Sue Kabot asked whether the guardianship roadmap was correct because it started with asking if the family had a will rather than beginning when a child was turning 18. Diane indicated that this brought up the question of whether every roadmap must start at a specific point. Instead, the avatars may lead to different parts of the roadmap itself.

Sue also asked if the avatars should be broader (e.g., single parent instead of divorced mom). Diane noted that it will be the point of this and next year's research as well to determine what level is best.

Sue noted that some roadmaps may be linear, and some may not be linear. Diane noted that this is something that is becoming clearer and will be addressed in the coming year.

## **Public Input**

At 4:02 pm, Elly noted there were no members of the public present.

## **Adjournment**

Elly shared information about the upcoming Council meeting date and the date for the next meeting on April 24 at 5 PM with Well Florida.

The meeting was adjourned at 4:03 p.m.



**Access to Services Through Knowledge (ASK)  
Task Force Meeting, August 6, 2025, 3:00-4:00 pm  
Minutes**

3:00 pm Call to Order  Elly Hagen, Chair

Chair Hagen called the meeting to order and asked Chris Reeve to conduct the roll call.

Roll Call and Introductions  Elly Hagen, Chair

**Members Present:** Elly Hagen, Chair, Denise Anderson, Caitlyn Clibbon, Carla Mercer  
Charlotte Temple joined later in the meeting and Victoria Zepp joined after the meeting ended.

## Resource Members Present: Danny Armstrong

**Staff Present:** Chris Reeve (Jennifer Chen joined later)

3:05 pm      **\*\*Approval August 6, 2025, Agenda**      *Elly Hagen, Chair*

*Chair Hagen asked for a motion to approve today's agenda. Caitlyn Clibbon made a motion to approve. Carla Mercer seconded. All were in favor.*

**3:07 pm      \*\*Approval of April 15, 2025, Minutes      Elly Hagen, Chair**  
*Chair Hagen asked the task force to review the April 15 minutes that were sent in an email last week. Caitlyn Clibbon motioned to approve. Carla Mercer seconded the motion. All were in favor, and the minutes were approved.*

3:10 pm Update on the Work of Mathematica & NADD on ASK Chris Reeve

Chris Reeve provided an update on the progress of the ASK project which is transitioning from roadmaps and avatars to developing a site maps and content modules to move forward to being closer to what is needed for a web-based platform.

The project teams have completed site maps for the key life domains including legal, education, financial, employment, housing, social, diagnostic services, supports, and health insurance. These site maps provide the foundational structure for the online tool and help define what information needs to be included and how users will interact with the platform.

Chris focused on the legal domain to illustrate how the platform will work. For example, if a family is concerned about who will care for their child with I/DD when they are no longer able to, the tool will guide them through decision-making around guardianship. It will help users determine whether guardianship is necessary, and if so, what type (e.g., supported decision-making, conservatorship, power of attorney).

The platform will offer a combination of original resources and links to reputable external sources. For example, it includes practical tips and lived-experience insights.

The tool will also use “avatars” or case studies to help users relate to different decision paths. The design team is working to make these stories specific enough to be useful but broad enough to be relatable.

She shared the roadmaps that are being developed guardianship, employment, vocational rehabilitation, volunteering, housing, diagnosis, services and supports, and health insurance. Some resources have already been developed, while others will be developed this year or next year.

A key goal is to create content that goes beyond what users find in a simple online search. The platform will be designed to guide users through pathways based on their specific questions and circumstances. It will offer decision aids, case studies, links to trusted organizations, and planning tools.

Chris noted that AI is growing so fast that ways it might be utilized to support the platform probably haven’t been thought of yet. And it will likely play a role in its development and may help with maintenance. The aim is to have a prototype by the end of next year, which will also help where the tool might be located and how it may be maintained.

**3:45 pm      Questions / Discussion**

*Chris Reeve*

Chris then asked if there were any questions.

Denise Anderson asked whether the financial section of the project was scheduled for this year. Chris Reeve clarified that it is slotted for next year.

Denise remarked that she wished a tool like this had existed when her daughter was younger, to which Chris agreed it would have been helpful to her family as well.

They discussed the difficulty of having regional or county-specific differences in services available for things like Medicaid Waiver. For instance, service availability in South Florida may be very different from that in Polk County. Chris emphasized the importance of capturing that concern in the platform, noting that it can’t be a one-size-fits-all solution.

She also shared that Diane, who presented to the task force last month, recently attended the Family Café conference and met individuals maintaining long-standing local resource guides. These local resources may be integrated into the platform to better direct users to area-specific support.

Chris mentioned that starting in October, the team will conduct extensive user testing, led by the National Association for the Dually Diagnosed (NADD) project provider, to provide input into the tools and to identify areas or needs that haven't been considered yet.

Daniel Armstrong stated he thought the work was amazing and as comprehensive as anything he has seen or imagined. And he thanked the team for the work they have put into it.

**3:30 pm      Public Input**

With no more questions, Chair Hagen asked if there were any members of the public present. Chris noted there were not.

*Elly Hagen, Chair*

**3:32 pm      Adjournment**

Chair Hagen ended with reminders about upcoming meetings and adjourned the meeting.

*Elly Hagen, Chair*



**Home- and Community-Based Services  
Task Force Meeting, April 3, 2025, 3:15-4:45 pm  
Agenda**

3:15 pm Call to Order *Kali Wilson, Chair*

Kali Wilson called the meeting to order at 3:15 pm.

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

Roll call was taken at 3:15. Below are those present or absent for the meeting.

<b>Members</b>	<i>Kali Wilson</i>	<i>Present</i>
	<i>Dennis Hart</i>	<i>Present</i>
	<i>Denise Anderson</i>	<i>Present</i>
	<i>Tina Cordova</i>	<i>Present</i>
	<i>Andrea Gary</i>	<i>Present</i>
	<i>Arizona Jenkins</i>	<i>Present</i>
	<i>Susan Nipper</i>	<i>Absent</i>
	<i>Jean Sherman</i>	<i>Present</i>
 <b>Staff</b>		
	<i>Sue Kabot</i>	<i>Present</i>
	<i>Chris Reeve-Addressing the Behavior Therapist Shortage</i>	<i>Present</i>
	<i>Jennifer Chung-First Responder Training</i>	<i>Present</i>

3:15 pm Approval of the April 3, 2025 Agenda *Kali Wilson, Chair*

Dennis Hart made a motion to approve the agenda for April 3, 2025. Jean Sherman seconded the motion. All were in favor.

3:20 pm      **\*\*Approval of December 5, 2025 Minutes**      *Kali Wilson, Chair*

Tina Cordova made a motion to approve the draft December 5, 2024 meeting minutes. Jean Sherman seconded the motion. All were in favor.

3:25 pm Project Review *Sue Kabot, Chris Reeve, Jennifer Chung*

Best Practices in Case Management, Mathematica, Inc.  
Sue Kabot demonstrated the two tools from Mathematica that are posted to the FDDC website. The Case Management Guide and the Residential Tool were viewed. Jean shared that it is

important to emphasize the term “support coordinator” because many of our adult constituency are APD clients and know that term. There will be a visual thumb nail of each product on the website with a description and that would be a good place to emphasize that term.

Researching Provider Solutions, Mathematica, Inc.

The research for this project is continuing. Information was shared about the use of FDDC social media and the problem where 700 surveys were submitted in 30 minutes because a \$30.00 gift card was advertised for those who completed the survey. It was fortunate that over 140 complete surveys were submitted before then so they will be analyzed. The target number was 150 so we were able to get close to that number. The focus group will take place soon as recruitment has begun.

Measuring Service Quality, Mathematica, Inc.

The residential tool was shared from the FDDC website. Jean suggested that there be a way for people to see ratings of multiple sites on one instrument. That is planned for the virtual tool. She also asked whether there is a way to upload a picture of the residential setting that goes with the ratings.

Addressing the Behavior Therapist Shortage, University of Florida

Chris shared a sample of the curriculum that UF/University of Miami provider that was developed to provide more information about working with people with severe challenging behaviors. A discussion took place about how to adapt this training for natural environments like group homes, family homes, and schools. The university training programs in ABA are receptive to inserting the curriculum into their existing curriculum.

Dual Diagnosis Training, National Association for the Dually Diagnosed

Sue shared a training module developed last year from the National Association for the Dually Diagnosed on Crisis. The curriculum was offered virtually, face-to-face, and on an ILS. They also presented this training as a pre-conference day for the January CARD conference. They are also looking for additional opportunities to add the training to existing training activities. Tina suggested contacting the Autism Society of Florida and provided information about the ICan conference.

Training First Responders, Florida Atlantic University

Jennifer shared the ILS Canvas site for the First Responder Training curriculum. Several task force members asked about how to obtain the curriculum to share with their law enforcement and emergency medical services contacts. Jennifer will hook them up with Torica Exume to find

how to gain access to the curriculum to share with others who may be interested in the train-the-trainer process.

**4:25 pm      Public Input**

*Kali Wilson, Chair*

There was no public input.

**4:30 pm      Adjournment**

*Kali Wilson, Chair*

The meeting was adjourned at 4:50 pm.



**Home- and Community-Based Services  
Task Force Meeting, August 18, 2025, 3:30-5:00 pm**

**Minutes**

**3:30 pm Call to Order**

*Kali Wilson, Chair*

Kali Wilson called the meeting to order at 3:40. Sue Kabot called the roll.

**Roll Call and Introductions**

*Kali Wilson, Chair*

<b>Members</b>	<i>Kali Wilson</i>	present
	<i>Dennis Hart</i>	absent
	<i>Denise Anderson</i>	present
	<i>Tina Cordova</i>	absent
	<i>Andrea Gary</i>	present
	<i>Arizona Jenkins</i>	absent
	<i>Susan Nipper</i>	present
	<i>Jean Sherman</i>	present
 <b>Staff</b>	 <i>Sue Kabot</i>	 present

*Chris Reeve-Addressing the Behavior Therapist Shortage and Dual Diagnosis Training* present  
*Jennifer Chung-First Responder Training* present

**Other Council members** Yolanda Herrera present

**3:35 pm Approval of the August 18, 2025 Agenda**

*Kali Wilson, Chair*

Susan Nipper made a motion to approve the meeting agenda as presented and Denise Anderson seconded the motion. It was approved.

**3:40 pm \*\*Approval of April 3, 2025 Minutes**

*Kali Wilson, Chair*

Susan Nipper made a motion to approve the minutes from the April 3, 2025 Task Force meeting and Denise Anderson seconded the motion. They were approved as written.

**3:45 pm Project Review**

*Sue Kabot, Chris Reeve, Jennifer Chung*

<i>Best Practices in Case Management</i>	<i>2 new videos</i>
<i>Researching Provider Solutions</i>	<i>Final report</i>
<i>Measuring Service Quality</i>	<i>Final ADT and Draft SE</i>
<i>Addressing the Behavior Therapist Shortage</i>	
<i>Dual Diagnosis Training</i>	<i>Crisis training report</i>
<i>First Responder Training</i>	<i>Final train-the-trainer</i>

Sue Kabot began the project update presentation by previewing the committee about the “film festival” that would be presented at the September Council meeting that would highlight three projects of the Home- and Community-Based Services Task Force. They are Best Practices in Case Management, Measuring Service Quality, and First Responder Training. A short description of the status of these three projects was provided by Sue Kabot and Jennifer Chung.

Sue began by sharing the research results of the Researching Provider Solutions survey and focus groups. Jean Sherman expressed concern that we may still be missing the individual service providers working in home environments who do not have large agency support. She also expressed that it would be important to see whether any of the participants were individuals with I/DD who were living independently and being supported by this type of DSP.

Chris shared information about the UF behavior therapist shortage project and updated the Task Force on what the provider was doing and future plans for dissemination. She also shared the results of the training activities that NADD had accomplished this year for Dual Diagnosis Training. There continues to be challenges with face-to-face training. Many more participants enrolled in the synchronous virtual and asynchronous learning management system training. There were high rates of satisfaction with the training. Individuals thought that they would use the training in their work environments. They were also more confident in working with this population.

Jennifer shared the results of the social validity scale completed by the stakeholder workgroup for the First Responder Training project. All felt the project was important and that their time was well spent. She also described the next steps for 2025-26 that include integrating the curriculum into academic training programs so that first responders are prepared to work with people with I/DD before entering the workforce.

4:50 pm Public Input *Kali Wilson, Chair*

There were no members of the public in attendance.

**5:00 pm Adjournment** *Kali Wilson, Chair*

After reminding the members of the August 26, 2025 State Plan Committee meeting that all Council members are asked to attend and the September 18-19 Council meeting where the next 5-year state plan will be approved, Kali adjourned the meeting.

DRAFT



## Aging Caregivers Task Force and SAT

### Task Force Meeting, April 10, 2025, 3:30-5 pm Minutes

#### 3:30 pm      Call to Order

The meeting was called to order by the Chair, Yolanda Herrera at 3:32 pm.

#### Roll Call and Introductions

Yolanda asked Chris Reeve to take roll call. Roll call was taken at 3:33 pm

**Members Present**      Yolanda Herrera, Carla Mercer, Joseph Pate – for Kimberly Quinn (ACHA), Elly Hagen, Arizona Jenkins, Lauren Modawell, Susan Nipper (APD), Jean Sherman, Victoria Zepp

**Members Absent**      Michael Sayih, Kira Houge (Elder Affairs), Danielle McGill

**Resource Members Present**      Jennifer Ross-- for Darrell Drummond (Council on Aging of St. Lucie), Damian P. Gregory, Dèan Gregory-Stewart, Mary Jo McKay

**Staff Present**      Chris Reeve, Sue Kabot, Jennifer Chung

**Guests**      From University of Illinois Chicago— Strive to Thrive  
Sumithra Murty, Hope Sparks, Abby Schindler

#### 3:35 pm      \*\*Approval of December 10, 2024, Minutes

Yolanda asked Chris to share the minutes on the screen from the last meeting, December 10, 2024. After a few moments to allow review of the minutes, Yolanda asked for a motion to approve the draft minutes. Jean Sherman made a motion to approve the minutes, and Mary Jo McKay seconded the motion. The vote unanimously approved the minutes.

#### 3:40 pm      Presentation by University of Illinois – Chicago *Strive to Thrive Project*

Summithra Murthy, Hope Sparks and Abby Schindler shared their progress on the Strive to Thrive project from the University of Illinois – Chicago. They reviewed the purpose and research questions of the project. They also included an update on the data collection.

At this point, they have completed the focus groups in English and Spanish with 22 people with I/DD and 27 aging family caregivers (including the pilot focus groups).

They also shared emerging themes from the focus groups reviewed thus far. These included:

1. The family thrives as a unit. They are supportive of each other, and what helps one person in the family thrive helps all of them thrive.
2. Formal supports (e.g., Vocational Rehabilitation; HCBS Waivers), including the ability to both access and navigate the systems, are key to helping families thrive.
3. Access to meaningful employment for people with IDD helps the whole family to thrive.

The research group also reported on the online survey for the project. Survey distribution began in February 2025 and was paused in March 2025 to address some feedback from the FDDC. Those changes were made, and the survey had to go through the UIC IRB process again for review. It was approved on the day of this meeting. And they will be distributing the survey online with the hope of getting 260 respondents in addition to the 39 they had before the survey was paused. They noted they have a number of leads to follow that have been shared with them by the FDDC staff. They have reached out to both UCEDDs, Partners in Policymaking (current students and alumni), and other individuals including Terri Daly. They welcomed other ideas from the council for recruitment.

Mary Jo McKay shared that The Florida Meals on Wheels is starting up again and might be a good group to email for their conference to complete the surveys. That group would include older adults and children with disabilities. She will email Hope. Contacts for the Florida Meals on Wheels Association were [nkelly@mealsonwheelsplus.org](mailto:nkelly@mealsonwheelsplus.org); [emcleod@friendshipcenters.org](mailto:emcleod@friendshipcenters.org)

Jean Sherman shared that, originally, the project stemmed from the Family Care Councils and concerns of aging caregivers, particularly in the north of Florida. She suggested adding Family Care Councils (FCC) as options for recruitment. Jean asked if Susan Nipper knew whether FCC are still meeting. Susan will reach out to Stephanie Rogers and will share the information on all the FCCs. Yolanda noted that she has a list of all the chairs of the FCC and will forward it to the researchers.

Jean noted that the original focus for this project was to capture information from older parents and caregivers from these FCC including parents in their 80s and even early 90s that were concerned about their family situations. But she is not really seeing those older parents represented in much of the data. So, she is hoping that reaching out to the FCC will help to capture that group.

Damian Gregory asked if the research group got the level of participation the researchers expected. He also wanted to know what the task force could do individually and collectively to support their work and help them get more participants for the focus groups and the survey. He expressed concern that if they had difficulty recruiting participants originally, it would be magnified in trying to recruit more participants.

Dr. Murthy noted that the focus groups are completed. The survey will be just for the family caregivers, and it is likely to be easier to recruit participants than for the focus groups.

Damian Gregory also suggested that the Family Café has a huge mailing list, and it might be helpful to reach out to see if the researchers can reach out to them. Hope Sparks has been in contact with them and will follow up with them about the survey.

At Jennifer Chung's suggestion the researchers included the survey link in the chat. That link is: [https://uic.ca1.qualtrics.com/jfe/form/SV\\_3pylZdN0eLERZoG](https://uic.ca1.qualtrics.com/jfe/form/SV_3pylZdN0eLERZoG)

Or <https://go.uic.edu/StrivetoThriveFL>

Dean E. Gregory-Stewart asked if anyone from this meeting could participate in the survey. And the answer was yes.

#### **4:23 pm AGEDD Project**

Yolanda opened the floor for Jennifer Chung and Susan Kabot at 4:23 to report on the AGEDD Project. Jennifer reported there are 14 community partners (CoPs) with about 3 calls per contract people.

Susan shared that each of the CoPs is composed of at least one aging network service provider and one disabilities service provider. The goal is to educate them about each other and hopefully increase service provision and collaboration. They have been working for several years to try to coordinate for referral systems and cross-service provision. The activity for next year for this provider is to hold a summit with speakers of common concerns for both systems and workgroups to develop courses of action. That will be April 2026. More information will be coming about that.

#### **4:28 pm Project of National Significance - BADN**

At 4:28 Yolanda recognized Chris Reeve to talk about the Project of National Significance. Chris shared that the Strive to Thrive project and the AGEDD project are both part of a Project of National Significance for Bridging Aging and DD Networks. With that project, the FDDC receives technical assistance hours from the federal government to help bring the two systems together and create supports. For our technical assistance, we will have a researcher doing an environmental scan of all the Areas Agencies on Aging in Florida. This may help to clearly identify what supports and services are available in different parts of Florida that may be able to integrate with the DD services to serve both aging caregivers and aging individuals with I/DD.

In addition, Jennifer Chung and Chris will be attending the Developmental Disabilities and Aging Conference in May. They will bring the information they gain from the conference back to the researchers and the task force for ideas.

Damien Gregory asked if we knew anything about how the federal program changes might affect the FDDC. Chris Reeve shared that at this time there have been no changes to how we operate. So, the Council is continuing to operate as usual until we are told differently.

**4:35 pm      Public Input**

At 4:35 Yolanda asked for any public input. There was none.

**4:38 pm      Adjournment**

Reminders were provided of the 5 PM meeting for the CRA being held today and another on April 24, 2025. And at 4:38 pm the meeting was adjourned by Yolanda.



## Aging Caregivers Task Force and SAT

### Task Force Meeting, July 24, 2025, 3:00-4:30 pm Minutes

#### I. Call to Order

*Yolanda Herrera, Chair*

The meeting was called to order by the Chair, Yolanda Herrera, at 3:06 pm.

#### II. Roll Call and Introductions

*Yolanda Herrera, Chair*

The Chair asked Chris Reeve to take roll call. Roll call was taken at 3:07 pm. Several members joined after roll call was taken. Because of this, the group waited until after the first presentation (at 4:12 PM) to approve the minutes from the last meeting.

#### Members Present:

Yolanda Herrera, Carla Mercer, Kimberly Quinn (ACHA), Elly Hagen, Arizona Jenkins, Lauren Modawell, Susan Nipper (APD), Jean Sherman

#### Members Absent:

Michael Sayih, Kira Houge (Elder Affairs), Danielle McGill, Victoria Zepp

#### Resource Members Present:

Mary Jo McKay

#### Resource Members Absent:

Darrell Drummond, Damian P. Gregory, Dèan Gregory-Stewart

#### Staff Present:

Chris Reeve, Jennifer Chung, Susan Kabot

#### Presentation by University of Illinois – Chicago

*Sumithra Murthy & Team  
Strive to Thrive Project*

Chris reminded everyone about the Strive to Thrive project and introduced them to give their final report of the research project.

Dr. Sumithra Murthy shared the background of the project that sought to determine how aging caregivers and their families thrived. She reminded the audience of the environmental scan done in the first year of the project and how it led to the questions and information sought in the present project. She then turned it over to Hope Sparks to talk about the results of the focus groups stage of the study.

Hope Sparks reported there were 21 family members and 17 adults with I/DD who participated in the focus groups. She shared information from 5 main themes about helping families thrive that were identified by the focus groups: informal supports, personal strengths/resources, decision-making supports, supports for independent living, and formal supports and services.

Abby Schindler then shared the results of the online survey that was conducted with caregivers. There were 337 participants total but only 198 were considered valid and included in the research. She shared the demographics of participants who completed the survey. She noted that many respondents appeared to undervalue or underestimate the importance of social support as helpful. Higher levels of social support seemed to lead to higher levels of thriving.

Higher thriving was found to be related to:

- Being a caregiver of an **adult** (as opposed to a minor child)
- Family member with IDD living **outside the home**
- Having higher levels of **social support**
- Having higher levels of **social participation**

Lower thriving was related to:

- Being female
- Supporting individuals with **behavioral challenges**
- Having **unmet formal service needs**

Finally, Sumithra shared the seven main implications determined through the research:

1. Social support and participation increased thriving
2. Female caregivers reported decreased thriving
3. Family members with I/DD living outside the home increased thriving
4. Caregivers of adults with IDD had increased thriving than children/youth
5. Behavioral challenges in the person with IDD significantly decreased thriving
6. Personal Strengths can be a key part of thriving
7. Caregivers with no unmet service needs reported higher levels of thriving than those with unmet service needs

She also shared 8 recommendations based on the research study. These included strengthening social support and social participation opportunities, providing gender-sensitive support strategies, developing long-term planning and residential transition supports, targeting supports based on life stage of the person with I/DD, supporting caregivers in managing challenging behaviors, leveraging and cultivating personal strengths and resilience of caregivers, expanding and ensuring access to formal supports, and other general policy and program implications.

The group then asked some questions for clarification. Mary Jo McKay shared that she thought the study was very useful and several members agreed. It was determined that Chris would

send out the PowerPoint to the committee members so that those who were absent would have the information.

#### **Approving Minutes from Last Meeting:**

Following this presentation, several members had joined, so the minutes were reviewed. The Chair asked Chris to share the minutes on the screen from the last meeting, April 10, 2025. After a few moments to allow review of the minutes, Arizona Jenkins made a motion to approve the minutes. Lauren Modawell seconded the motion. All members voted to approve the minutes, and they were approved at 4:12 pm.

#### **AGEDD Project**

*Sue Kabot, Jennifer Chung*

Jennifer Chung shared a PowerPoint with examples of the agency referral form that was developed by the AGEDD project. She reported that there have been 17 meetings of 11 Communities of Practice (CoP) representing 85% of the counties in Florida. They have had a total of 103 referrals that consisted of congregate meals, transportation, guardianship, respite, housing, health services, funding for care, home care, eligibility services, and support coordination. She also noted that Broward County – Aging had provided training on dementia to 50 I/DD families and staff.

She shared pre-test – post-test data indicating high levels of belief that the project will result in implementation of best practices or systematic improvements. Seventy-five percent of the respondents felt very to extremely confident that CoP knowledge will help secure services. And 83.33% were very satisfied or satisfied with the technical assistance received. She also noted that this data is still being collected.

In addition, she announced that the Aging Caregivers Summit will take place April 21-22, 2026. It will be held at the Embassy Suites Lake Buena Vista South in Kissimmee, Florida. Potential topics will be transportation, case management/referrals, and housing.

#### **Project of National Significance - BADN**

*Chris Reeve*

Chris Reeve shared a quick update on the Project of Significance. The council has been given 40 hours of technical assistance from the federal Agencies for Community Living. They have connected us with a consultant who is doing an environmental scan of the Area Agencies on Aging (AAA) in Florida. The goal is to determine what resources or services the AAAs may be able to provide to the I/DD community and what resources or services might overlap between the two populations served.

**4:20pm**

**Social Validity Survey**

*Chris Reeve*

Chris then asked that everyone please complete the social validity survey as the SAT is the stakeholder group for the Strive to Thrive project. The link will also be included in the email sent out with the PowerPoints.

**Public Input**

*Yolanda Herrera, Chair*

At 4:22 pm Chair Herrera asked if there were any people present who are not on the committee. Chris indicated there were no members of the public so there was no public comment.

**Adjournment**

*Yolanda Herrera, Chair*

Chair Herrera adjourned the meeting at 4:25 pm.

DRAFT

# Florida Developmental Disabilities Council, Inc.

## Self-Advocacy Leadership Task Force Minutes 04/02/2025

**Present:** Sarah Goldman, Co-Chair; Eddie Hall; Enrique Escallon; Yolanda Herrera; Mirna Diaz

**Absent:** Danielle McGill, Chair; Lauren Modawell

**Staff:** Kristin Vandagriff

**Guests:** None

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

Task Force Co-Chair, Sarah Goldman, welcomed task force members and instructed staff to conduct roll call. She also reminded attendees that the meeting was being recorded. The November 20, 2024, task force meeting minutes were adopted as presented with Enrique Escallon making the motion, and Eddie Hall making the second, and members answering in the affirmative. Co-Chair Goldman 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 four new Fellows were now participating in the program and five past Fellows have stayed on in a mentorship capacity. It was reported that the Fellows supported FL SAND in the following areas: supporting FL SAND in the development and presentation of legislative priorities, in holding board meetings, developing and disseminating monthly self-advocacy newsletters, hosting monthly statewide self-advocacy calls, managing social media outreach and website platforms, as well as helping regional groups with training and technical assistance. An example of the FL SAND legislative priorities document was shown. Additionally, it was reported that the Fellows presented to self-advocates through their "Working the Session" training as well as collaborating with FCIC to present on a Working Peoples Program training. An update was provided regarding the Fellows efforts to plan and host the 2025 Florida Self-Advocacy Conference which will occur on August 22-24, 2025. It was noted that the venue of the Florida Mall Hotel has been secured, and the theme will be "The Power of Our Voices!" The Fellows were noted to be launching the Route to Self-Determination Train-the Trainer with FL SAND regional group leaders. An update on the Fellows efforts as part of DD Day 2025 was shared with it being denoted that seven Fellows attended and had 11 meetings with state senators and 8 meetings with state representatives as well as meeting with a mayor who was at the Capitol. Additionally, the Fellows provided coverage for a FL SAND exhibitor table providing self-advocacy resources for DD Day.

Kristin Vandagriff also provided a project update regarding the Partners in Policymaking (PIP) Program. Information was shared regarding the PIP 2024-2025 class having recently graduated 20 advocates comprised of 3 self-advocates and 17 family members. The winner of the Alan C. Wesley Award for 2025 was reported. PIP involvement in DD Day 2025 was shared with it being reported that 12 of the recent graduates took part in meetings with 20 state senators and 23 state representatives. An update was provided regarding the 2025-2026 PIP class planning efforts with class schedule denoted as well as an update on applications received and the selection committee process given. An update was also provided regarding the new PIP Alumni Program with information shared on virtual meetings, training provided to graduates, as well as their involvement in DD Day 2025. Additionally, it was noted that PIP Alumni are taking a survey to determine their interest areas to support regional communication and collaboration. Yolanda Herrera noted that this new program appears to have a good future and that it was nice to see the continued positive outcomes arising from the efforts of the past Advocacy Summit. Kristin Vandagriff reported to the group that the Advocacy Toolkit was updated to include a section on how to hold a local DD Day. Sarah Goldman<sup>27</sup> asked if there might be an opportunity for those who

hold local DD Day events to attend DD Day in Tallahassee. It was noted that some PIP Alumni had covered their own travel costs and took part in DD Day, and this may be an option for others in the future. Enrique Escallon noted having attended a recent virtual advocacy days and that it may be an innovative option for advocates who cannot travel to Tallahassee. Kristin Vandagriff provided information relating to the PIP Curriculum Project and best supporting people with an intellectual/developmental disability at a 2<sup>nd</sup>-3<sup>rd</sup> Grade reading level to be supported in the Florida PIP program. It was reported that the Autistic Self-Advocacy Network (ASAN), which is the contractor for this project, has added Easy Read images and formatting to the previously translated text for both Sessions 1 and 2 of the PIP curriculum and associated materials. It was shared that both sessions have been reviewed by FDDC staff and are being reviewed by a PIP Curriculum Review Committee with extensive lived experience. It was also reported that ASAN is beginning to develop the video component for Session 1 which will read the curriculum to the user.

## **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 August 13, 2025, from 4:00-5pm. This meeting will occur via Zoom. Members denoted wanting the meeting agenda to include staff from ASAN providing a glimpse into the completed PIP Curriculum sections, and if available, corresponding video component. It was also noted that members wanted to continue to receive general project updates.

## **III. Public Input**

There were no comments from the public.

The meeting was adjourned at 4:58pm.



## Self-Advocacy Leadership Task Force Meeting

### Draft Minutes

August 13, 2025

4:00-5:00 pm

Zoom Link: <https://fddc.zoom.us/j/86591768651>

- Meeting ID: 86591768651
- Passcode: 433075

4:00 pm

Call to Order

*Danielle McGill, Chair*

Danielle McGill called the meeting to order. She welcomed the members of the Self-Advocacy Leadership Task Force. Attendance was taken as the members entered the meeting room. All were in attendance except for Eddie Hall. Three Council staff were in attendance, reflecting the new assignments to cover the projects falling under this Task Force's purview. Reed Caplan, ASAN, was in attendance to share info from the PIP Alternate Curriculum project.

Roll Call

*Danielle McGill, Chair*

Danielle McGill, Chair --present  
Sarah Goldman, Co-Chair --present  
Mirna Diaz --present  
Enrique Escallon --present  
Eddie Hall --absent  
Lauren Modawell --present  
Yolanda Herrera --present

Guests: Reid Caplan, ASAN

Staff: Susan Kabout --present  
Chris Reeve --present  
Jennifer Chung --present

The agenda for the August 13 meeting was shared and the group had no additions and approved the agenda as presented.

**Approval of April 2, 2025, Task Force Meeting Minutes**

*Danielle McGill, Chair*

The draft minutes from the April 2, 2025 meeting were displayed. Lauren Modawell made a motion to accept the minutes and Yolanda Herrera seconded it. The Task Force approved the minutes as presented.

<b>4:05 pm</b>	<b>PowerPoint Presentation on Project Progress Updates</b>	<i>Sue Kabot, Staff and Danielle McGill, Chair Reid Caplan, ASAN</i>
	<ul style="list-style-type: none"> <li>• <i>PIP Curriculum Project – Reid Caplan, ASAN</i></li> <li>• <i>Fellows Leadership Program – Sue Kabot, FDDC</i></li> <li>• <i>Partners in Policymaking (PIP) – Sue Kabot, FDDC</i></li> </ul>	

Reid Caplan presented a sample of the actual curriculum and of the recordings made to go along with the written curriculum for those who would benefit from an auditory presentation of the information. All of the feedback from Task Force members was positive and a discussion of how to use the curriculum followed.

A PowerPoint slide deck that Kristin Vandagriff had developed was shared with the group with information about the Fellows program and Partners in Policymaking (Class of 2024-25 and Alumni). All appreciated the way Kristin always shared the programs through photographs of the activities. A reminder about the Self-Advocacy Conference that will be held in Orlando on August 22-24 was given.

<b>4:45 pm</b>	<b>Questions, Discussion, and Next Meeting</b>	<i>Danielle McGill, Chair</i>
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A discussion ensued after the presentation about cross-participation by self-advocates across the activities falling under this task force, as well as other community opportunities available. The group was reminded about the resource that Kristin V. had produced that listed all of the boards and committees that are available. It was suggested that time for a more robust discussion on this topic be planned for the next meeting.

<b>4:55 pm</b>	<b>Public Input</b>	<i>Danielle McGill, Chair</i>
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There was no public input.

<b>5:00 pm</b>	<b>Adjournment</b>	<i>Danielle McGill, Chair</i>
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The next meeting will be held on Wednesday, November 5, 2025 at 5:00 pm. The meeting was adjourned at 5:05.

## 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)

<b>Goal 1: Access to Services</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
Access to Services Through Knowledge (ASK)	The National Association for the Dually Diagnosed (NADD)	September 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
<b>October 2024 – January 2025</b>	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.
<b>January 2025 – May 2025</b>	The provider finalized the research protocol and launched the data collection portion of their research for this year. In addition, they have identified several potential new sites for data collection that are expected to allow recruitment of low-incidence populations including Hispanic and rural families. The protocols and questions were developed and refined in collaboration with the Translating Research provider. The two groups meet twice monthly and have worked very well together. They met with the Steering Committee and are still recruiting new members for this group. They presented a review of the research goals to the 3 current members. They also met once with the Content Advisory Committee, which included 11 parents and 1 guardian.
<b>May 2025- September 2025</b>	The provider has been gathering information about community resources through focus groups and interviews. They targeted a number of conferences and methods for recruitment but have had many no-shows. They continue to try to recruit from across all 15 FCC areas and have interviewed some participants from counties who were not previously represented in the research. They presented the preliminary report along with the themes uncovered through the research from 30 participants. They met with the Steering Committee and the Content Advisory Committee with both this team and the Translating Research provider team. In addition, they met monthly or more frequently with the Translating Research provider to collaborate on linking the research with the products being produced.

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.
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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.
<b>January 2025 – May 2025</b>	As part of their first deliverable in this contract, the provider shared 5 initial roadmaps (i.e., journey maps) and 5 initial personas (i.e., avatars). The roadmaps included: Education, Employment, Guardianship, K-8 Exceptional Student Services, and Volunteering. The avatars were linked to these roadmaps. Both the avatars and roadmaps were developed in collaboration with the ASK Research project staff in their twice-monthly collaborative meetings. The provider worked well with the ASK Research project in developing the questions for interviews and seeking feedback about the roadmaps and personas. They sought and integrated feedback at different stages of the avatars and roadmaps from the research group, the Steering Committee, and the Content Advisory Committee during this deliverable. And they are establishing listening sessions with agencies to assure the steps in roadmaps are clear and accurate.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>May 2025-September 2025</b>	<p>Based on feedback from the provider, the scope of work for this project was adjusted (with an amendment signed in May) to focus on developing sitemaps and creating elements of content modules so that the resulting product looks more like the structure of a website than just documents on paper. This also has allowed the provider to have a better understanding of what content is needed by the system being developed and what information already exists as good resources to link out to. Based on the new amendment, the provider has created 9 sitemaps for mapping the domains required in the contract. They have completed 6 content modules that include mind maps, roadmaps, decision aids and/or avatars that provide needed information for each topic. They also met with the Steering Committee and the Content Advisory Committee this deliverable period to get their input on the structure of the content module elements and incorporate their feedback into the design.</p>

<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>
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 FDDC website and available to individuals with I/DD and family members/caregivers.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<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.
<b>January 2025 – May 2025</b>	The Best Practices in Case Management Guide is now available on the FDDC website as a fillable PDF. The three training videos are also available on the FDDC website. There are additional tools for people with I/DD and caregivers to use to help them provide feedback if they would like their case manager/support coordinator to help them in different ways.

Tri-Annual Period (dates)	Update Information
<b>May 2025-September 2025</b>	<p>The English and Spanish versions of the Working with Case Managers guide is available on the FDDC website as a fillable PDF. The Case Manager Feedback Sharing Worksheet is also available in English and Spanish. Three videos are available on the website, along with the PowerPoint slides that correspond to the video. The draft slides for two videos to help case managers/support coordinators and their supervisors use the tools for self-assessment and quality improvement were submitted in June. These will serve as the basis for two more videos. They are titled Using Feedback Tools to Support Stronger Relationships and Improve Outcomes and An Organization's Guide to Implementing FDDC's Case Management Quality Tools. Diane Beaver from Mathematica shared the tools at the Family Cafe where 26 people including family members and support coordinators provided feedback that was very positive.</p>

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.
January 2025 – May 2025	The survey of direct support professionals (DSPs) was released. Unfortunately, through our social media announcement, an unscrupulous individual saw that gift cards were being given for completion and, within a very short time, completed over 700 submissions. The survey was pulled from social media. We were fortunate that there were more than 140 complete surveys as the target was 150 complete surveys. Recruitment for a focus group of DSPs who are employed by CDC+ families or those privately employed is taking place in March through the beginning of April.
May 2025- September 2025	Two focus groups were held with DSPs who worked in the CDC+ waiver that were hired by families or provided by agencies to individual families. A draft report of the survey and focus group findings was submitted with the third deliverable, and the final report will be submitted in September. 139 usable surveys were received and analyzed. In total, six individuals participated in two focus groups. Topics addressed in the focus groups include hiring and recruitment, benefits, training and preparedness, supervision and support, motivations for staying in role, and considerations for leaving the profession. The final report integrating previous research done on this topic, with recommendations, is due in September.

<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>
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>January 2025 – May 2025</b>	The Residential tool is almost in final form and is available on the FDDC website. Mathematica staff will be traveling to Broward County to do in-person testing of the adult day training tool with individuals with I/DD and family members at ARC Broward and Ann Storck Center. They will also be filming training videos for the residential tool. Travel dates are April 9-11, so this will be completed before the May Council meeting. Progress has slowed on the supported employment tool while these two tools are in process and will be picked back up in the summer.
<b>May 2025– September 2025</b>	Videotaping was completed at one of the ARC Broward group homes to help individuals with IDD and family/caregivers understand the use of the residential quality measures tool. Draft video was provided, and feedback was given following the June deliverable. The video is being revised. The adult day training tool was tested by individuals with I/DD and family members/caregivers at the Ann Storck Center and ARC Broward. It was revised based on the feedback. The final Adult Day Training tool was provided with the June deliverable. It was translated into Spanish and is available on the FDDC website. A draft employment tool was submitted, and feedback was obtained during a focus group at the ARC Broward WorkBar with a group of young adults with IDD.

<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 to 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.
<b>January 2025 – May 2025</b>	The project staff met with some of the members of the task force individually to discuss potential barriers to adopting and sustaining the training for their organizations. From this information, they drafted a checklist for adoption and sustainability. They created 2 formats—one for universities and one for organizations, recognizing that the two may have slightly different resources (e.g., faculty vs. agency employees). They also met with other members of the task force to discuss including their employees in the online or on-site didactic training. These meetings took the place of their task force meeting this period. They will meet with the full task force next period. They reported 7 new enrollees in the course and included their pre-assessment checklists. Finally, they added two sections to the training manual. The first focused on the writing of behavior support plans and included examples. The second focused on additional considerations in completing assessments and choosing interventions based on the environment in which they will be conducted. These additional elements in the manual included two additional slide decks for the training. Feedback was given to them on both, and further development will be explored in the next contract year.

Tri-Annual Period (dates)	Update Information
May 2025-September 2025	<p>The providers continue to provide the training and administer the pre/post testing to participants. The University of Florida (UF) has completed 4 sections of the didactic training with 4 students currently working at the Florida Autism Center Specialty Clinic. The University of Miami has completed 1 section with 34 participants (2 students and 32 BCABs) at the Functional Analysis Consultation Training Program and Little Leaves Behavioral Services. They held a task force meeting with 3 parents, a representative from APD's behavior staff, 1 psychiatrist from UF and 3 faculty from Florida Institute of Technology. They have provided copies of the modules to the Florida State University / Early Childhood Autism Program and FIT/Scott Center. They are working with the Florida Association for Behavior Analysis (FABA) to post the modules on their website. And they have talked with several behavior analyst who would like to see the modules put into the training system in the Agency for Persons with Disabilities (APD) but have not received an answer to their attempts to discuss that.</p>

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.
<b>January 2025 – May 2025</b>	Several meetings of the interagency workgroup have met to develop a model of collaboration for problem solving complex cases that require the resources of multiple agencies. NADD also presented their Crisis training series as a pre-conference day to the CARD conference in January. They had over 40 registrants and 26 participants. The value of attaching training to existing activities was demonstrated with this. A training module on collaborative problem solving is being developed.
<b>May 2025- September 2025</b>	The crisis training was offered at the Florida Council for Exceptional Children conference with one attendee. The crisis training series was offered through PEPSA during weekly summer trainings. It is being scheduled at a charter school in Polk County, but a date has not been determined. The crisis training is being offered through the NADD integrated learning system. Access to the integrated learning system closed July 31, 2025. The six modules offered in Year 1 are being revised to finalize and make available. Work is continuing on the design of an interagency/organization process to problem solve challenging cases needing cross-agency collaboration.

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>	<p>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.</p>
<b>January 2025 – May 2025</b>	<p>The curriculums for the LEO and EMS train-the-trainer activities were updated and uploaded to Canvas. Part 1 for 6 providers was completed, and 1 provider is scheduled to complete it in April 2025; Part 2 for 6 providers has been scheduled for April and May of 2025. One provider from Part 1 dropped out due to health-related issues.</p> <p>Dissemination of Project: Dr. Exume published an article in the Spring 2025 FDLE Newsletter. Dr. Exume presented at the Council for Exceptional Children 2025 Convention about her training titled “Training First Responders to Respond to Emergency Situations with Students.”</p>
<b>May 2025- September 2025</b>	<p>This project received a no cost extension through July 2025. There are challenges getting law enforcement agencies and emergency medical responders to schedule the second part of the training after completing the first part. An emphasis on recruitment and pilot testing train-the-trainer activities began in June. The provider was able to meet the requirements of the pilot testing.</p>

<b>Goal 3: Aging Caregivers</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
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.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<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>
<b>January 2025 – May 2025</b>	<p>During this period, the Duval CoP met twice, Indian River group met once (includes Martin and St. Lucie), Leon County met three times, Miami-Dade met twice, and Broward met once. Escambia/Santa Rosa met once, Hillsborough met once, Osceola met once, and Sarasota met once. Planning is also underway for an AGEDD conference for all the participants of the CoP. It will be held in Kissimmee in April 2026. The hotel is reserved, and the agenda is being developed.</p>

Tri-Annual Period (dates)	Update Information
<b>May 2025-September 2025</b>	CoPs have continued to meet during this time period. Meetings were held in May (Osceola, Indian River/Martin/St. Lucie), June (Duval/Nassau/Clay, Escambia/Santa Rosa, Hillsborough, Miami-Dade, Osceola, Pinellas, and Broward), July (Sarasota/DeSoto). Planning is continuing for the April 2026 Aging Summit. A common referral form has been developed for use across the CoPs if they choose to use it.

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
<b>October 2024 – January 2025</b>	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.
<b>January 2025 – May 2025</b>	The provider has now completed focus groups with 15 family members in English and 13 individuals with I/DD in English. They continue to struggle with recruitment of Spanish-speaking families and individuals with I/DD. Consequently, they intend to make a shift with the Spanish groups to be interviews instead of focus groups. They are unsure if they will complete all 40 focus groups before needing to analyze the data. In addition, the project launched the online survey during this period. However, concerns were raised by the council regarding the negativity of the survey itself, which had not been shared in its entirety with the task force. After discussion, the survey has been revised. It has been re-submitted to the IRB at the University. Once approved and translated into Spanish, it will be redistributed with the hope of recruiting 300 participants. Based on their difficulties recruiting subjects, the delay in the survey and previous delays with IRB approval, they have been presented with a no-cost extension from May 2025 until July 31, 2025.
<b>May 2025- September 2025</b>	This project was completed in July 2025. They presented their findings to the Aging Families Task Force in July. Ultimately the survey had 337 participants respond, but only 198 responses were considered valid (e.g., gave consent, lived in Florida). The researchers produced a written summary of the findings with the focus group and online survey integrated with the previous environmental scan they completed in Year 1 of the project. They have presented the study at several conferences and to the Bridging Aging and Disabilities Network meeting. They also have submitted a research article that is under review at the <i>DD Network Journal</i> .

<b>Goal 4: Self-Advocacy Leadership</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
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 training for other self-advocates in the Route to Self-Determination curriculum.

Tri-Annual Period (dates)	Update Information
September 2024 – January 2025	<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>

Tri-Annual Period (dates)	Update Information
January 2025 – May 2025	<p>The Fellows Leadership Program now includes four newly onboarded Fellows, as well as five mentor Fellows who are receiving new training in mentoring. All Fellows continue to receive weekly training. Over this date span, Fellows have supported the statewide self-advocacy organization, Florida Self-Advocates Network'd (FL SAND), to: develop legislative priorities for 2025, hold a board meeting, facilitate monthly statewide self-advocacy calls, manage their social media and website presence, send monthly listserv newsletters, and support local self-advocacy groups within FL SAND through training and technical assistance. Four new Fellows and three mentor Fellows attended DD Day 2025, covering a FL SAND self-advocacy resource table as well as meeting with their state legislators. The Fellows provided FL SAND and other self-advocates with a “Working the Session” virtual training to support self-advocates in keeping a pulse on important issues during the session and understanding opportunities they may have to share their voice. Additionally, the Fellows partnered with FCIC to offer training on the Working Peoples Program. The Fellows have begun to take the Route to Self-Determination (RTSD) Train-the-Trainer online course and have been assigned local self-advocacy groups to support over the course of the year, which will include supporting leaders to take the train-the-trainer course and offer local RTSD trainings to other self-advocates. The 2025 Self-Advocacy Conference event venue will be the Florida Mall Hotel with dates set for August 22-24, 2025. The theme of “The Power of Our Voices!” has been chosen for this conference. The Fellows are in the process of determining keynote and breakout presenters and will serve as conference hosts and facilitators, in addition to providing direct self-advocate instruction.</p>
May 2025- September 2025	<p>Four new Fellows and four mentor Fellows continue to be active in the Fellows Leadership Program, receiving new training weekly. In this timeframe, the Fellows have presented a breakout session at Family Cafe (27 attending) as well as covering an exhibit hall table to provide self-advocacy resources and opportunities. Fellows continue to facilitate monthly statewide self-advocacy calls, manage the FL SAND social media and website presence, send monthly FL SAND listserv newsletters, and support local self-advocacy groups within FL SAND through training and technical assistance. The Fellows hosted a program information session in July to support the recruitment of new 2025-26 Fellows. The Fellows led robust planning and implementation efforts for the 2025 Florida Self-Advocacy Conference, which occurred in August. The keynote and breakout sessions were all chosen by the Fellows and included all self-advocate presenters, making this event especially self-advocate-led and directed. The Fellows facilitated not only large portions of the conference training content, but also the entire run-of-show for the conference. The Fellows also supported FL SAND to hold two in-person board meetings: one at Family Cafe, and another following the Self-Advocacy Conference.</p>

<b>Goal 4: Self-Advocacy Leadership</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
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.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<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.

Tri-Annual Period (dates)	Update Information
January 2025 – May 2025	<p>The PIP 2024-2025 class has concluded with 20 advocates graduating. This included 3 self-advocates and 17 family members. All graduates will be working on a major project over the next year to improve the lives of people with I/DD and their family members in the community. Twelve of these new graduates attended DD Day, visiting with their state legislators and providing committee testimony. The PIP Alumni Program has now met virtually twice and resulted in alumni being trained on the 2025 FDDC platform. Several also participated (at their own cost) in DD Day 2025. Alumni have also received training on FDDC's Advocacy Toolkit as well as other leadership and advocacy opportunities. A PIP Alumni Program Communication Survey has been distributed and will support alumni to work together in 15 regions which mirror Family Care Council regions. Quarterly graduate calls continue to be held to support ongoing knowledge gain on disability issues as well as leadership and advocacy skill building. Planning for the 2025-2026 PIP class is well underway with most presenters having been secured and dates being finalized with the event hotel. The application period for this class opened on March 1, with 13 applications received thus far. The application period will conclude on June 30.</p>
May 2025- September 2025	<p>Initial outcomes data has been provided for the 2024-25 graduating PIP class denoting high presenter satisfaction by attendees as well as growth in engagement level with policymakers, advocacy engagement, leadership skills, and their ability to secure appropriate resources. Graduates have begun work on their major class projects to impact the disability community in Florida. Recent graduates reported extremely high presenter satisfaction regarding program presenters and reported 79 meetings held with policymakers. They also reported membership in 29 membership bodies, as well as 17 improved policies or programs, and involvement with 22 organizations engaged in system change efforts. Recent graduates, as well as PIP Alumni, provided impact stories, highlighting the immense impact the PIP program has had on their lives. The PIP Coordinator held an informal PIP alumni gathering adjacent to Family Cafe with over 25 alumni in attendance. A PIP presentation breakout session was also held at Family Cafe (59 attending), with PIP resources being given out at the FDDC exhibitor table. There were 88 applications received for the 2025-26 PIP class. Seven selection committee members chose the top 25 participants to comprise the 2025-26 PIP class that began in mid-September and will continue through February 2026. Quarterly graduate calls have continued for PIP Alumni with a legislative wrap-up session as well as a session on Social Security. The PIP Alumni Program Communication Survey results have informed the initiation of regions that will support more coordinated work by PIP alumni who live close to each other. Alumni will also be showcasing the successful outcomes of their major projects to support continued collaboration.</p>

<b>Goal 4: Self-Advocacy Leadership</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
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.

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>October 2024 – January 2025</b>	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.

Tri-Annual Period (dates)	Update Information
January 2025 – May 2025	Easy Read graphics have now been fully added into all Session 1 and 2 materials. This process included full Easy Read formatting as well. The PIP Curriculum Review Committee has now met three times to provide input on Easy Read materials for Sessions 1 and 2. FDDC staff edits, and recommendations from the PIP Curriculum Review Committee, have been incorporated into the majority of Session 1 and 2 materials. With Session 1 materials finalized, ASAN staff are in the process of completing the Session 1 video component to allow the curriculum to be read to the user.
May 2025 – September 2025	Easy Read graphics continue to be added into PIP curriculum previously translated content. This process has been completed for initial drafting of Sessions 1-5. FDDC input and lived experience input from the PIP Curriculum Review Committee, has been obtained for Sessions 1-4, with revisions made based on this input. Videos associated with each session are still being added and allow the curriculum to be read to the user. ASAN staff presented updated progress on this effort at the most recent Self-Advocacy and Leadership Task Force meeting in August. Input from those with lived experience continues to be highly favorable, and the products produced are of exceptionally high quality.

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

Tri-Annual Period (dates)	Update Information
<b>January 2025 – May 2025</b>	Converted “Finding the Right Adult Day Training program” and “Finding the Right Residential Service Provider”
<b>May 2025- September 2025</b>	

<b>Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects</b>				
<b>Project</b>	<b>Provider</b>	<b>Funding Period</b>	<b>Funding Allocation</b>	<b>Project Description</b>
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
<b>October 2024 – January 2025</b>	This project completed a translation of the 2025 Legislative Platform and provided in-person translation services for the Strive to Thrive meeting in Miami.
<b>January 2025 – May 2025</b>	Translated “Finding the Right Residential Service Provider” and “Working with Case Managers.” Provided ZOOM translation services for a Strive to Thrive Focus Group.
<b>May 2025- September 2025</b>	Translated the Adult Day Training tool, Annual Report, Best Practices in Case Management Survey and Adult Day Training Tool (long and short versions) into Spanish.

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

<b>Tri-Annual Period (dates)</b>	<b>Update Information</b>
<b>October 2024 – January 2025</b>	The focus this quarter was on promoting participation in the CRA, redesigning the Capitol Updates and the DD Day Toolkit.  As of November 2024, the Our Care Matters videos have had over 300K video plays for almost 55K minutes!
<b>January 2025 – May 2025</b>	Launched the Our Work Matters Podcast hosted by Chris Reeve. Redesigned Capitol Update to include easier to follow status graphics. Created/updated materials for DD Day including Connect with Us, Case Manager and Advocacy handouts. Continued monthly Connections newsletter. Pre- and post-DD Day publicity.
<b>May 2025- September 2025</b>	Redesign of Resources section of website. Monthly Connections newsletter including guest pieces from Eddie Hallo and Sarah Goldman. Weekly Capitol Update.  OWM Podcast has had 277 downloads and OCM over 600,000 video plays!



**FINANCE COMMITTEE MEETING**  
**Tuesday, September 11, 2025**

**Zoom Meeting**  
<https://fddc.zoom.us/j/85420412354>

**Meeting ID: 854 2041 2354**  
**Passcode: 814790**  
**5:30 p.m. – 6:00 p.m.**

**OUR MISSION**

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

5:30 p.m.	<b>Call to Order</b> <b>Welcome &amp; Roll Call</b>	<i>Dennis Hart, Chair</i>
5:30 p.m.	<b>Adopt the Agenda</b>	<i>Dennis Hart, Chair</i>
5:35 p.m. – 5:40 p.m.	<b>Approval of Minutes</b> (A) Minutes for May 1, 2025**	<i>Dennis Hart, Chair</i>
5:40 p.m. – 5:45 p.m.	<b>Review/Discussion of Financials</b> (B) Budget/Actual 10/1/24- 7/31/25**	<i>Dennis Hart, Chair Allison Harrell, CFO</i>
5:45 p.m. – 5:50 p.m.	<b>Review/Discussion – 2026 Proposed Budget</b> (C) Fiscal Year 2026 Proposed Budget**	<i>Dennis Hart, Chair &amp; Allison Harrell, CFO Monica Moye, COF</i>
5:50 p.m. – 5:55 p.m.	<b>Updates</b> ➤ <b>Audit</b>	<i>Dennis Hart, Chair Allison Harrell, CFO Monica Moye, COF</i>
5:55 p.m. – 6:00 p.m.	<b>Public Comment</b>	<i>Dennis Hart, Chair</i>
6:00 p.m.	<b>Meeting Adjourned</b>	

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

**Florida Developmental Disabilities Council, Inc.**

**FINANCE COMMITTEE MINUTES**

**May 1, 2025**

**VIA ZOOM**

**Committee members present:** Dennis Hart, Chair; Enrique Escallon; Caitlyn Clibbon; Sarah Goldman; Charlotte Temple.

**Committee members absent:** Kali Wilson; Andrea Gary.

**Council members present:** Arizona Jenkins; Yolanda Herrera. Eddie Hall.

**Staff present:** Susan Kabot; Valerie Breen; Monica Moye; Margaret Hooper; Kristen Vandagriff; Chris Reeve; Jen Chung; Jamie Mayersohn.

**Guests present:** Allison Harrell, Thomas Howell Ferguson.

Quorum was established. Hart called the meeting to order at 5:02 p.m.

**I. ITEMS ADOPTED BY COMMITTEE**

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

Action taken: Clibbon made a motion to adopt the January 21, 2025 minutes as presented. Escallon seconded. Motion passed unanimously.

**II. RECOMMENDATIONS FOR FULL COUNCIL VOTE**

**A. Adopt the modified Funding & Budget Policy**

Action Taken: Clibbon made a motion to accept the changes to the Funding and Budget policy and recommend the amended Budget & Funding policy to the full Council as presented. Escallon seconded. Motion passed unanimously.

**III. PUBLIC COMMENT**

There was no public comment

**Key points being made during committee discussion:**

**Budget to Actual:** Allison Harrell reviewed with the committee the Budget to Actual for October 2024 through March 2025). Harrell's goal is to convert the financial process from a cash basis to an accrual basis. Harrell reported that in January 2025 she agreed for staff to draw down 3 months of expenses. The ability to advance dollars is reflected in the CFR 200 and is allowable if the expenses are accounted for and spent in a reasonable period. The projections were made based on fixed and mix-fixed expenses in the areas of payroll and contract/expense obligations. The staff executed this process due to major concerns based on an announcement from the

federal government that grant funding may be suspended or denied and a potential freeze on the payment management system from where FDDC staff directly draws the funds. Harrell reported that she and her team are working to streamline the reporting to the Council so that they can look at each individual grant year.

**Funding and Budget Policy:** Clarification was provided to the changes to the Funding and Budget Policy. Revisions include changes on processes to manage reserve and drawdown language, the budget review frequency and the state plan committee roles and functions. It puts the financial responsibility for the whole budget in the hands of the Finance Committee to monitor and approve. The State Plan Committees role would be to review the projects and make recommendations to the Finance Committee for funding consideration.

**Funding for 2026:** States are asking their DD Councils to start contingency planning. The committee asked staff to prepare a presentation on our financial status at the May Council meeting. Escallon had a series of staff questions that he requested to be addressed in the May Council meeting. They are as follows:

If there is a significant reduction on the 2026 dollars:

- 1) What is our plan to address it?
- 2) What are the different scenarios of reduction for programs, administration and reduction in force?
- 3) What are the cancellation options on the contracts?
- 4) Combo for raising funds (i.e., award, other grants, fundraising options and restrictions?)
- 5) Un-obligated award money can be pulled back- what are our options and priorities?
- 6) Plan for the use of reserve funds for programs and administration?
- 7) What are the programs in the DD Act and are they mandated and/or discretionary?

Escallon stated that he does not expect specific answers in the May meeting, but he wants to put on record the questions we need to think about.

Hart asked for public comment and there was none.

Hart adjourned the meeting at 6:12 p.m.

# Florida Developmental Disabilities Council, Inc.

Attachment B

## Budget Vs. Actual

October 2024 - July 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Grant - ADD			
4102 Grant - NACDD - Bridging the Gap	10,000.00		
<b>Total 4100 Grant - ADD</b>	<b>10,000.00</b>		
4101 Grant ADD	3,396,307.32		
<b>Total Income</b>	<b>\$3,406,307.32</b>	<b>\$0.00</b>	<b>0.00%</b>
GROSS PROFIT	\$3,406,307.32	\$0.00	0.00%
Expenses			
6000 Program Expense			
6010 Access to Services			
6010.1 ASK Steering Committee & Research	241,179.82	197,975.72	121.82 %
6010.2 ASK Personas & Journey Mapping Expert Contact Dev	49,991.56	150,000.00	33.33 %
<b>Total 6010 Access to Services</b>	<b>291,171.38</b>	<b>347,975.72</b>	<b>83.68 %</b>
6020 Home & Comm Based Del System			
6020.1 Best Practices in Case Management	462,605.08	226,000.00	204.69 %
6020.2 Researching Provider Solutions		252,000.00	
6020.3 Measuring Service Quality		225,000.00	
6020.4 Behavioral Therapist Shortage	171,683.55	300,000.00	57.23 %
6020.5 Dual Diag Targeted Disparity	143,366.32	229,337.55	62.51 %
6020.6 First Responder Training	105,523.30	149,990.00	70.35 %
<b>Total 6020 Home &amp; Comm Based Del System</b>	<b>883,178.25</b>	<b>1,382,327.55</b>	<b>63.89 %</b>
6030 Aging Caregivers TF			
6030.1 Aging Caregivers Roadmap Initiative	94,690.91	125,027.00	75.74 %
6030.2 Researching Aging Caregiving Families	54,580.98	151,900.00	35.93 %
<b>Total 6030 Aging Caregivers TF</b>	<b>149,271.89</b>	<b>276,927.00</b>	<b>53.90 %</b>
6040 Self Advocacy Leadership			
6040.1 Partners In Policymaking Coordinator	48,750.00	65,000.00	75.00 %
6040.2 SAL TF Travel/Supports	103,626.17	150,000.00	69.08 %
6040.3 Florida SAND	177,843.36	315,428.00	56.38 %
6040.4 Partners In Policy Curriculum Strand Travel	85,564.80	150,000.00	57.04 %
<b>Total 6040 Self Advocacy Leadership</b>	<b>415,784.33</b>	<b>680,428.00</b>	<b>61.11 %</b>
6050 25 Broad Systems Change		9,800.11	
6060 25 Advocacy & Communications			
6060.1 Communications	78,383.68	103,619.00	75.65 %
6060.2 State Plan Goal Related (Easy Read, Sp Trans)	11,794.29	115,825.00	10.18 %
6060.3 Public Policy / Legislative Education	52,328.22	40,000.00	130.82 %
<b>Total 6060 25 Advocacy &amp; Communications</b>	<b>142,506.19</b>	<b>259,444.00</b>	<b>54.93 %</b>
6070 NACDD - Bridging The Gap	2,344.63	10,000.00	23.45 %
<b>Total 6000 Program Expense</b>	<b>1,884,256.67</b>	<b>2,966,902.38</b>	<b>63.51 %</b>
9000 Administrative			
9001 Computer Expenses	26,182.06	93,000.00	28.15 %
7017 Computer Expenses	34,063.00		

# Florida Developmental Disabilities Council, Inc.

## Budget Vs. Actual

October 2024 - July 2025

	ACTUAL	BUDGET	TOTAL % OF BUDGET
<b>Total 9001 Computer Expenses</b>	<b>60,245.06</b>	<b>93,000.00</b>	<b>64.78 %</b>
9002 Dues	20,120.50	22,000.00	91.46 %
7012 Dues and Subscriptions	469.00		
<b>Total 9002 Dues</b>	<b>20,589.50</b>	<b>22,000.00</b>	<b>93.59 %</b>
9003 Education/Training	798.00	8,000.00	9.98 %
7011 Education / Training	1,652.00		
<b>Total 9003 Education/Training</b>	<b>2,450.00</b>	<b>8,000.00</b>	<b>30.63 %</b>
9004 Insurance - General	5,615.25		
7014 Insurance	6,013.00		
9004.1 Property - Crime - General/Professional Liability		6,128.00	
9004.2 Umbrella		1,284.00	
9004.3 Cyber Security		1,500.00	
9004.4 D & O and Employment Liability		5,087.00	
9004.5 State of FL Policies		401.00	
<b>Total 9004 Insurance - General</b>	<b>11,628.25</b>	<b>14,400.00</b>	<b>80.75 %</b>
9005 Office Expenses	99.80		
9005.1 Bank Charges	4,032.01	2,700.00	149.33 %
9005.2 Supplies & Expense	5,870.99	7,300.00	80.42 %
<b>Total 9005 Office Expenses</b>	<b>10,002.80</b>	<b>10,000.00</b>	<b>100.03 %</b>
9006 Payroll			
9006.1 Wages	755,455.11	1,045,408.71	72.26 %
9006.2 Payroll Taxes	57,362.97	79,839.97	71.85 %
9604 Workers Comp Insurance	437.50	2,200.00	19.89 %
<b>Total 9006 Payroll</b>	<b>813,255.58</b>	<b>1,127,448.68</b>	<b>72.13 %</b>
9007 Benefits			
9007.1 STD, LTD and Life	3,713.65	7,500.00	49.52 %
9007.2 Retirement	33,317.70	67,000.00	49.73 %
9007.3 Health Insurance	19,390.81	73,000.00	26.56 %
9007.4 Dental Insurance	1,096.87	3,100.00	35.38 %
9007.5 AFLAC	7,954.08	16,640.00	47.80 %
<b>Total 9007 Benefits</b>	<b>65,473.11</b>	<b>167,240.00</b>	<b>39.15 %</b>
9008 Professional Fees			
9008.1 Legal Fees	12,495.95	22,000.00	56.80 %
9008.2 HR Consultant	22,500.00	29,000.00	77.59 %
9008.3 Consultant	170,780.44	302,749.94	56.41 %
9008.4 Accounting	64,502.00	77,000.00	83.77 %
9802 Audit & 990	10,000.00	22,000.00	45.45 %
<b>Total 9008 Professional Fees</b>	<b>280,278.39</b>	<b>452,749.94</b>	<b>61.91 %</b>
9009 Postage	982.00	3,500.00	28.06 %
9010 Employee Morale	1,376.67	1,250.00	110.13 %
9020 Rent			
9020.1 Building Rent	83,692.75	87,900.00	95.21 %

# Florida Developmental Disabilities Council, Inc.

## Budget Vs. Actual

October 2024 - July 2025

	ACTUAL	BUDGET	TOTAL % OF BUDGET
9020.2 Equipment Rental	4,190.59	4,900.00	85.52 %
<b>Total 9020 Rent</b>	<b>87,883.34</b>	<b>92,800.00</b>	<b>94.70 %</b>
9023 Telephone	5,307.02	5,900.00	89.95 %
9060 Travel Allocation			
9060.1 Council Meeting/Other - Members & Staff	84,197.46	112,000.00	75.18 %
9060.2 Member Travel - Other	896.95	5,500.00	16.31 %
9060.3 Travel Staff	1,320.77	5,500.00	24.01 %
9060.4 Travel Conference	4,665.51	15,000.00	31.10 %
<b>Total 9060 Travel Allocation</b>	<b>91,080.69</b>	<b>138,000.00</b>	<b>66.00 %</b>
9070 Board Development	3,452.37	6,000.00	57.54 %
<b>Total 9000 Administrative</b>	<b>1,454,004.78</b>	<b>2,142,288.62</b>	<b>67.87 %</b>
<b>Total Expenses</b>	<b>\$3,338,261.45</b>	<b>\$5,109,191.00</b>	<b>65.34 %</b>
NET OPERATING INCOME	\$68,045.87	\$ -5,109,191.00	-1.33 %
<b>NET INCOME</b>	<b>\$68,045.87</b>	<b>\$ -5,109,191.00</b>	<b>-1.33 %</b>

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# Florida Developmental Disabilities Council, Inc.

## Profit and Loss by Class

October 2024 - July 2025

	2023	2024	2025	TOTAL
<b>Income</b>				
4100 Grant - ADD				\$0.00
4102 Grant - NACDD - Bridging the Gap			10,000.00	\$10,000.00
<b>Total 4100 Grant - ADD</b>			<b>10,000.00</b>	<b>\$10,000.00</b>
4101 Grant ADD	494,976.65	2,561,212.84	340,117.83	\$3,396,307.32
<b>Total Income</b>	<b>\$494,976.65</b>	<b>\$2,561,212.84</b>	<b>\$350,117.83</b>	<b>\$3,406,307.32</b>
<b>GROSS PROFIT</b>	<b>\$494,976.65</b>	<b>\$2,561,212.84</b>	<b>\$350,117.83</b>	<b>\$3,406,307.32</b>
<b>Expenses</b>				
6000 Program Expense				\$0.00
6010 Access to Services				\$0.00
6010.1 ASK Steering Committee & Research			241,179.82	\$241,179.82
6010.2 ASK Personas & Journey Mapping Expert Contact Dev	49,991.56			\$49,991.56
<b>Total 6010 Access to Services</b>	<b>49,991.56</b>	<b>241,179.82</b>	<b>\$291,171.38</b>	
6020 Home & Comm Based Del System				\$0.00
6020.1 Best Practices in Case Management	221,115.00	77,146.08	164,344.00	\$462,605.08
6020.4 Behavioral Therapist Shortage			171,683.55	\$171,683.55
6020.5 Dual Diag Targeted Disparity			143,366.32	\$143,366.32
6020.6 First Responder Training	43,932.66	23,879.94	37,710.70	\$105,523.30
<b>Total 6020 Home &amp; Comm Based Del System</b>	<b>265,047.66</b>	<b>101,026.02</b>	<b>517,104.57</b>	<b>\$883,178.25</b>
6030 Aging Caregivers TF				\$0.00
6030.1 Aging Caregivers Roadmap Initiative			94,690.91	\$94,690.91
6030.2 Researching Aging Caregiving Families			54,580.98	\$54,580.98
<b>Total 6030 Aging Caregivers TF</b>			<b>149,271.89</b>	<b>\$149,271.89</b>
6040 Self Advocacy Leadership				\$0.00
6040.1 Partners In Policymaking Coordinator			48,750.00	\$48,750.00
6040.2 SAL TF Travel/Supports		298.36	103,327.81	\$103,626.17
6040.3 Florida SAND			177,843.36	\$177,843.36
6040.4 Partners In Policy Curriculum Strand Travel			85,564.80	\$85,564.80
<b>Total 6040 Self Advocacy Leadership</b>		<b>298.36</b>	<b>415,485.97</b>	<b>\$415,784.33</b>
6060 25 Advocacy & Communications				\$0.00
6060.1 Communications		7,374.74	71,008.94	\$78,383.68
6060.2 State Plan Goal Related (Easy Read, Sp Trans)			11,794.29	\$11,794.29
6060.3 Public Policy / Legislative Education			52,328.22	\$52,328.22
<b>Total 6060 25 Advocacy &amp; Communications</b>		<b>7,374.74</b>	<b>135,131.45</b>	<b>\$142,506.19</b>
6070 NACDD - Bridging The Gap		0.00	2,344.63	\$2,344.63
<b>Total 6000 Program Expense</b>	<b>265,047.66</b>	<b>158,690.68</b>	<b>1,460,518.33</b>	<b>\$1,884,256.67</b>
9000 Administrative				\$0.00
9001 Computer Expenses		0.00	60,245.06	\$60,245.06
9002 Dues		19,908.00	681.50	\$20,589.50
9003 Education/Training			2,450.00	\$2,450.00
9004 Insurance - General			11,628.25	\$11,628.25

# Florida Developmental Disabilities Council, Inc.

## Profit and Loss by Class

October 2024 - July 2025

	2023	2024	2025	TOTAL
9005 Office Expenses			99.80	\$99.80
9005.1 Bank Charges		0.01	4,032.00	\$4,032.01
9005.2 Supplies & Expense		508.38	5,362.61	\$5,870.99
<b>Total 9005 Office Expenses</b>		<b>508.39</b>	<b>9,494.41</b>	<b>\$10,002.80</b>
9006 Payroll				\$0.00
9006.1 Wages			755,455.11	\$755,455.11
9006.2 Payroll Taxes	-585.12		57,948.09	\$57,362.97
9604 Workers Comp Insurance		-1,486.50	1,924.00	\$437.50
<b>Total 9006 Payroll</b>	<b>-585.12</b>	<b>-1,486.50</b>	<b>815,327.20</b>	<b>\$813,255.58</b>
9007 Benefits				\$0.00
9007.1 STD, LTD and Life			3,713.65	\$3,713.65
9007.2 Retirement		0.00	33,317.70	\$33,317.70
9007.3 Health Insurance			19,390.81	\$19,390.81
9007.4 Dental Insurance			1,096.87	\$1,096.87
9007.5 AFLAC			7,954.08	\$7,954.08
<b>Total 9007 Benefits</b>		<b>0.00</b>	<b>65,473.11</b>	<b>\$65,473.11</b>
9008 Professional Fees				\$0.00
9008.1 Legal Fees		0.20	12,495.75	\$12,495.95
9008.2 HR Consultant		0.00	22,500.00	\$22,500.00
9008.3 Consultant		8,320.00	162,460.44	\$170,780.44
9008.4 Accounting			64,502.00	\$64,502.00
9802 Audit & 990			10,000.00	\$10,000.00
<b>Total 9008 Professional Fees</b>		<b>8,320.20</b>	<b>271,958.19</b>	<b>\$280,278.39</b>
9009 Postage		0.00	982.00	\$982.00
9010 Employee Morale		0.00	1,376.67	\$1,376.67
9020 Rent				\$0.00
9020.1 Building Rent			83,692.75	\$83,692.75
9020.2 Equipment Rental			4,190.59	\$4,190.59
<b>Total 9020 Rent</b>			<b>87,883.34</b>	<b>\$87,883.34</b>
9023 Telephone	284.64	257.95	4,764.43	\$5,307.02
9060 Travel Allocation				\$0.00
9060.1 Council Meeting/Other - Members & Staff		750.61	83,446.85	\$84,197.46
9060.2 Member Travel - Other		0.00	896.95	\$896.95
9060.3 Travel Staff		0.00	1,320.77	\$1,320.77
9060.4 Travel Conference			4,665.51	\$4,665.51
<b>Total 9060 Travel Allocation</b>		<b>750.61</b>	<b>90,330.08</b>	<b>\$91,080.69</b>
9070 Board Development			3,452.37	\$3,452.37
<b>Total 9000 Administrative</b>	<b>-300.48</b>	<b>28,258.65</b>	<b>1,426,046.61</b>	<b>\$1,454,004.78</b>
<b>Total Expenses</b>	<b>\$264,747.18</b>	<b>\$186,949.33</b>	<b>\$2,886,564.94</b>	<b>\$3,338,261.45</b>
<b>NET OPERATING INCOME</b>	<b>\$230,229.47</b>	<b>\$2,374,263.51</b>	<b>\$ -2,536,447.11</b>	<b>\$68,045.87</b>
<b>NET INCOME</b>	<b>\$230,229.47</b>	<b>\$2,374,263.51</b>	<b>\$ -2,536,447.11</b>	<b>\$68,045.87</b>

Florida Developmental Disabilities Council Fiscal Year 2025-2026 Budget - Administrative and Programmatic (Combined), <i>proposed September 11, 2025</i>			
9000 2026 Administrative	2024-25 Budget, (*approved as of 1/21/2025)	2025-26 Budget "Proposed"	
9001 26 Computer Expenses	93,000.00	\$	87,639.00
9002 26 Dues	22,000.00	\$	25,000.00
9003 26 Education/Training	8,000.00	\$	5,000.00
9009 26 Postage	3,500.00	\$	3,500.00
9010 26 Employee Morale	1,250.00	\$	1,500.00
9023 26 Telephone	5,900.00	\$	7,000.00
<b>Total Office Administrative</b>	<b>\$ 133,650.00</b>	<b>\$</b>	<b>129,639.00</b>
<b>9004 26 Insurance - General**</b>			
9004.1 26 D & O and Employment Liability	5,087.00		5,953.00
9004.2 26 Property - Crime - General/Professional Liability	6,128.00		7,025.00
9004.3 26 Umbrella	1,284.00		1,310.00
9004.5 26 ERISA	765.00		765.00
9004.6 26 Cyber Security	1,500.00		1,500.00
9004.7 26 State of FL Policies	401.00		409.00
<b>Total 9004 26 Insurance - General</b>	<b>\$ 15,165.00</b>	<b>\$</b>	<b>16,962.00</b>
<b>9005 26 Office Supplies &amp; Expenses</b>			
9005.1 26 Bank Charges	2,700.00		2,250.00
9005.2 26 Supplies & Expense	7,300.00		13,020.00
<b>Total 9005 26 Office Supplies &amp; Expenses</b>	<b>\$ 10,000.00</b>	<b>\$</b>	<b>15,270.00</b>
<b>9006 26 Payroll</b>			
Payroll Processing Fee (QuickBooks)	2,350.00		2,350.00
9006.1 26 Wages	1,045,408.71		900,486.00
9006.2 26 Payroll Taxes	79,839.97		69,277.00
9604 26 Workers Comp Insurance	2,200.00		1,531.00
<b>Total 9006 26 Payroll</b>	<b>\$ 1,129,798.68</b>	<b>\$</b>	<b>973,644.00</b>
<b>9007 26 Benefits</b>			
9007.1 26 AFLAC	16,640.00		8,320.00
9007.2 26 Dental Insurance	3,100.00		1,736.00
9007.3 26 Health Insurance	73,000.00		35,775.00
9007.4 26 Retirement	67,000.00		44,743.00
9007.5 26 STD, LTD and Life	7,500.00		4,315.00
<b>Total 9007 26 Benefits</b>	<b>\$ 167,240.00</b>	<b>\$</b>	<b>94,889.00</b>
<b>Total Payroll</b>	<b>\$ 1,297,038.68</b>	<b>\$</b>	<b>1,068,533.00</b>
<b>9008 26 Professional Fees</b>			
9802 Audit & 990	22,000.00		25,000.00

9000 2026 Administrative		2024-25 Budget, (*approved as of 1/21/2025)	2025-26 Budget "Proposed"
9008.1 26 Legal Fees		22,000.00	30,000.00
9008.2 26 HR Consultant		29,000.00	20,000.00
9008.3 26 Consultant		302,749.95	253,872.00
9008.4 26 Accounting		77,000.00	77,000.00
<b>Total 9008 26 Professional Fees</b>	\$	<b>452,749.95</b>	<b>405,872.00</b>
9020 26 Rent			
9020.1 26 Building Rent		87,900.00	61,926.00
9020.2 26 Equipment Rental		4,900.00	6,000.00
<b>Total 9020 26 Rent</b>	\$	<b>92,800.00</b>	<b>67,926.00</b>
9060 26 Travel Allocation			
9060.1 26 Council Meeting/Other - Members & Staff		112,000.00	112,000.00
9060.2 26 Member Travel - Other		5,500.00	5,500.00
9060.3 26 Travel Staff		5,500.00	5,500.00
9060.4 26 Travel Conference		15,000.00	15,000.00
<b>Total 9060 26 Travel Allocation</b>	\$	<b>138,000.00</b>	<b>138,000.00</b>
9070 26 Board Development		6,000.00	6,000.00
<b>Total 9000 2026 Administrative</b>	\$	<b>2,145,403.63</b>	<b>1,848,202.00</b>
6000 26 Program Expense		2024-25 Budget, (*approved as of 1/21/2025)	2025-26 Budget "Proposed"
6010 26 Access to Services			
#1074AS24C NADD - 6011 26 ASK Steering Committee & Research		150,000.00	200,000.00
#5086AS24B Mathematica - 6012 26 ASK Personas & Journey Mapping Expert Contact Dev		197,975.72	200,000.00
ASK Web-based Platform and Training		0.00	200,000.00
<b>Total 6010 26 Access to Services</b>	\$	<b>347,975.72</b>	<b>600,000.00</b>
6020 26 Home & Comm Based Del System			
#5079HCS24 Mathematica- 6021 26 Best Practices in Case Management		226,000.00	225,000.00
#5079HCS24 Mathematica 6022 26 Researching Provider Solutions		252,000.00	252,000.00
#5079HCS24 Mathematica 6023 26 Measuring Service Quality		225,000.00	225,000.00
#1075HCS24C Universitiy of Florida- 6024 26 Behavioral Therapist Shortage		300,000.00	300,000.00
#1076HCS24B NADD - 6025 26 Dual Diag Targeted Disparity		229,337.55	225,000.00
#5078HCS24C Florida Atlantic University - 6026 26 First Responder Training		149,990.00	149,990.00
<b>Total 6020 26 Home &amp; Comm Based Del System</b>	\$	<b>1,382,327.55</b>	<b>1,376,990.00</b>

9000 2026 Administrative	2024-25 Budget, (*approved as of 1/21/2025)	2025-26 Budget "Proposed"	
6030 26 Aging Caregivers TF			
#1077AC24D Margaret Lynn Duggar & Associates - 6031 26 Aging Caregivers Roadmap Initiative		125,027.00	200,000.00
#5076AC24B University of Illinois- 6032 26 Researching Aging Caregiving Families		151,900.00	0.00
Total 6030 26 Aging Caregivers TF	\$ 276,927.00	\$ 200,000.00	
6040 26 Self Advocacy Leadership			
#1079SA24J Stacey Hoaglund - 6041 26 Partners In Policymaking Coordinator		65,000.00	65,000.00
6042 26 SAL TF Travel/Supports		150,000.00	150,000.00
#1078SA24I Pathways Resolutions Center dba OMS- 6043 26 Florida SAND		315,428.00	300,000.00
#5083SA24B ASAN- 6044 26 Partners In Policy Curriculum Strand Travel		150,000.00	64,435.20
Total 6040 26Self Advocacy Leadership	\$ 680,428.00	\$ 579,435.20	
6050 26 Broad Systems Change/Emerging Needs	\$ 9,800.11	\$ 60,111.00	
6060 26 Advocacy & Communications			
#5082CC24E RBOA - 6061 26 Communications		103,619.00	150,000.00
6062 26 State Plan Goal Related #5080CC24G Dale DiLeo - Easy Read #5081CC24G Lingua - Sp Trans)		115,825.00	30,000.00
6063 26 Public Policy / Legislative Education		40,000.00	40,000.00
Total 6060 26 Advocacy & Communications	\$ 259,444.00	\$ 220,000.00	
Task Force Travel Misc	\$ 5,000.00	\$ 5,000.00	
Total 6000 26 Program Expense	\$ 2,961,902.38	\$ 3,041,536.20	
FY 26 Total Budget Amount	\$ 5,107,306.01	\$ 4,889,738.20	

## 2025-26 FDDC Administrative Budget and Narrative(*proposed*)

Computer/IT	Includes monthly managed IT subcontract, software subscriptions, offsite backup and support, cloud monitor agent, antivirus, internet, zoom (video conferencing) subscription, miscellaneous.	\$87,639
Dues	Includes dues to our national organization, National Association of Councils on Developmental Disabilities (NACDD), which provides technical assistance, advocates for the national public policy agenda and for DD Councils' appropriations in Congress, and convenes DD Councils for leadership and development training	\$25,000
Education/Training	Includes trainings, workshops, conferences to increase job skills and knowledge of employees	\$5,000
Insurance	Includes Directors & Officers, Employment Practices Liability, Property, Crime, General and Professional Liability with Umbrella policy coverage	\$16,962
Office supplies/Expense & Bank Charges	Includes general office supplies, Shred-It, and monthly bank service charges	\$15,270
<b>Payroll:</b> Payroll Processing fee		\$2350
Employee Gross	Gross wages	\$900,486
Payroll taxes	Includes employer share of Social Security, Medicare, and state reemployment tax	\$69,277
Workers Compensation Insurance	Premiums vary based on compensation. Insured by State of FL	\$1,531
<b>Benefits:</b> Retirement	Includes retirement expense and administration fees. Retirement expense = Compensation X 6%. Employees enter plan and are eligible to receive contributions and make deferrals after completion of 1 year of service and 1000 hours worked. After completion of 2 years of service, an employee is 50% vested, completion of 3 years is 100% vested.	\$44,743
AFLAC	Supplemental insurance available to employees. Employees have option to use \$80 per pay period to offset dependent health or dental expenses and/or AFLAC.	\$8,320
Dental Insurance	FDDC pays 100% of premiums for employee coverage.	\$1,736
Health Insurance	FDDC currently pays 100% of premiums for employee coverage. The QSER model will offer employees a health insurance subsidy to help offset self-pay health insurance costs.	\$35,775
Short term disability, Long term disability, and Life Insurance	FDDC pays 100% of premiums for employee coverage. Life policy is a \$50,000 group term life.	\$4,315

Audit & 990	Includes cost for independent CPAs to perform annual audit as required by grantor and prepare tax return-Form 990	\$25,000
HR Consultants	Includes cost of outsourced HR services	\$20,000
Consultants	Includes cost for general consultants as needed	\$253,872
Accounting	Includes cost of outsourced Chief Financial Officer services	\$77,000
Legal fees	Includes costs incurred for legal expertise/opinions	\$30,000
Postage	Includes general postage costs and mail meter lease	\$3,500
Building Rent	Cost for FDDC office space rental	\$61,926
Equipment Rental	Includes costs for annual copier maintenance (2) and Sonitrol	\$6,000
Telephone	Includes costs for office telephone service, 800 lines, and general conference calls	\$7,000
<b>Travel:</b>		\$112,000
Council Meetings	Includes cost of hotel meeting rooms, sleeping rooms, AV rental, meeting rooms, food, and travel for Council members	
Member travel -Other	Includes general travel of Chair or Vice Chair	\$5,500
Staff travel	Includes travel to Council meetings and other general travel of Executive Director and leadership team	\$5,500
Conference Travel	Includes travel to conferences for staff and leadership team	\$15,000
Board Development	Include costs for board development training	\$6,000
Employee Morale	Includes budget for increasing employer-employee relations, employee morale, and employee performance.	\$1,500
<b>Total</b>		<b>\$1,848,202</b>

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

**EXECUTIVE COMMITTEE MEETING  
AGENDA**

**Tuesday September 11, 2025**

**6:00 p.m.-7:00 p.m.**

**Via Zoom**

<https://fddc.zoom.us/j/85420412354>

**Passcode: 814790**

**OUR MISSION**

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

6:00 p.m.	<b>Welcome &amp; Introductions</b>	<i>Eddie Hall, Chair</i>
	<b>Approval of Agenda*</b>	<i>Eddie Hall, Chair</i>
6:10 p.m.	<b>Approval of Minutes*</b> (A) 07/22/2025 (B) 08/05/2025	<i>Eddie Hall, Chair</i>
6:15 p.m.	<b>Salary/Compensation Update</b>	<i>Danielle Towery, HR Solutions</i>
6:30 p.m.	<b>Executive Director Evaluation</b> (C) <i>Performance Evaluation Summary</i>	<i>Danielle Towery, HR Solutions</i>
6:40 p.m.	<b>Bylaw Recommendations*</b> (D) <i>Bylaw Task Force Recommendations</i>	<i>Enrique Escallon, Vice Chair</i>
6:50 p.m.	<b>Utilization of Public Policy Committee</b>	<i>Sarah Goldman, Chair</i>
7:00 p.m.	<b>Public Comment</b>	<i>Eddie Hall, Chair</i>
7:00 p.m.	<b>Meeting adjourned</b>	<i>Eddie Hall, Chair</i>

**\* Items that require vote**

**Florida Developmental Disabilities Council, Inc.**

**Executive Committee Meeting Minutes**

**Tuesday July 22, 2025**

**Via Zoom**

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

**Executive Committee Members Absent:** Sarah Goldman

**Other Council Members and Guests Present:** Danielle Towery, HR Solutions; Ryan Funsch, Compensation Resources.

**Staff Present:** Valerie Breen, Executive Director; Sue Kabot; Monica Moye; Jennifer Chung; Chris Reeve; Jamie Mayersohn.

Breen conducted roll call and quorum was established. Hall called the meeting to order at 5:06 p.m.

**I. Approval of Agenda**

Action Taken: Hall added one item to the agenda- hiring consultant Jim DeBeaugrine. Escallon made a motion to accept the amended agenda. Hart seconded. Motion passed unanimously.

**II. Approval of the 05/01/2025 Minutes; 07/01/2025 Minutes**

Action Taken: Hart made a motion to accept the May minutes as presented. Hagen seconded. Motion passed unanimously. Hagen made a motion to accept the July minutes as presented. Hart seconded. Motion passed unanimously.

**III. Personnel Matters**

Towery introduced Ryan Funsch, Compensation Resources, whose Salary/Compensation Study report was provided in May 2025 to the full Council. He provided a Power Point presentation covering the salient points of the report. Towery stated that she will take the information/recommendations and work with Breen on evaluating current salary/compensation for each employee to see if there are any changes that need to be made. Towery recommended that Breen and Towery review the recommendations and evaluate the proposed structure. Funsch recommended Breen and Towery look at it on a case by case basis, address any equity issues, is fair across similar titles, and based on where they are in the compensation structure present the reasoning behind where they fall in the structure (i.e., could be length of FDDC employment, brought in during COVID and slowed down increases). Towery stated that we

could do nothing, and we would be solid in our salary/compensation. Towery reported that she will review our current structure, fine tune it, if needed, based on Compensation Resources report, which contains the hard data to base decisions on.

Towery reported that she had been working on personnel complaint processes for Council members (see attached). She stated that the purpose was to develop processes for the Council and human resources to follow regarding reporting and updating the Council on a) internal employee matters that do not rise to the level of formal complaint, and b) formal complaints. Towery went through each process, entertained questions and provided clarification.

Action Taken: Escallon made a motion to recommend both processes presented for full Council adoption. Hart seconded. Motion passed unanimously.

Towery reviewed the process she had developed to formalize a written process for the Executive Director annual evaluation (see attached). She indicated that this process eliminates a 360 approach (involving staff and state agencies), however it is at the discretion of the Chair if they want to individually contact those individuals for feedback, if needed. It was advised under federal and best practices that the Executive Committee formally review the Executive Director with recommendation to the full Council. If the Chair believes that they should include other members of the Council, it is at the Chair's discretion.

Action Taken: Escallon made a motion to adopt the formalized process with the development of a standard form for committee members to complete. Hart seconded. Motion passed unanimously.

Towery presented on the Qualified Small Employers Health Reimbursement Arrangement (QSEHRA), which offers FDDC staff reimbursed up to a set amount pretax and eliminates the health benefits plans that FDDC would have to directly provide which are cost prohibitive based on rising costs of health plans. Towery will review current QSEHRA platforms and make her recommendation to Breen and Moyer for budgeting purposes. Towery reported that this plan offers flexibility to the employees, compliance support and provides them support to locate the specific plan that would meet their needs.

Adoption of the QSEHRA will be determined at the next meeting with recommendation for adoption to the full Council

#### **IV. Hiring legislative consultant to FDDC and the Executive Director**

Breen provided the Bio of Jim DeBeaugraine and initial scope of services to be provided to Breen and the Council for Executive Committee member review. Breen stated that with the Director of Public Policy position being vacant combined with uncertainty of funding to the Council, her recommendation was to bring on board Jim DeBeaugraine as legislative consultant to Breen and

the Council to get us through this next legislative session. The recommendation was based on DeBeaugraine's long-standing work within the legislature, former position as Director of the Agency for Persons with Disabilities (APD), his being a past Council member, working with the Council staff as part of our stakeholder involvement, and being a key policy advisor. Executive Committee members agreed on bringing in DeBeaugraine to support Breen and the Council.

Herrera addressed her questions regarding the vacancy of the Public Policy position and what occurred. Towery addressed questions issued by Executive Committee members while maintaining confidentiality. Towery reported that based on labor attorney recommendations the best choice, determined by the Chair, HR and Breen were to offer a separation agreement that would allow both the employee and FDDC to move forward in a positive way and provide additional compensation to the employee for her consideration. She has 21 days to decide, and confidentiality is expected from both the employee and FDDC. Towery expects a response on or before the due date of August 4, 2025. Based on the employees' response Towery will consult with the Chair on next steps.

Hall adjourned the meeting at 6:15 p.m.

**Florida Developmental Disabilities Council, Inc.**

**Executive Committee Meeting Minutes**

**Tuesday August 5, 2025**

**Via Zoom**

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

**Executive Committee Members Absent:** None

**Other Council Members and Guests Present:** Danielle Towery, HR Solutions.

**Staff Present:** Valerie Breen, Executive Director.

Breen conducted roll call and quorum was established. Hall called the meeting to order at 5:02 p.m.

Hall announced this was a special meeting called by the Chair and the Executive Director to keep the committee informed on the outcome of the investigation and administrative leave issued for Margaret Hooper. Towery reported that after consultation with the Chair, the Executive Director and employment/labor attorney engaged by the FDDC, it was decided that Hooper would no longer be employed by FDDC. Towery reported that on Monday July 14, 2025, she met with Hooper to inform her that effective that day Hooper was no longer employed by FDDC. Towery stated that at the time of the meeting she provided a separation agreement provided by FDDC for Hooper's consideration for additional compensation. Hooper had until 8/4/2025 to respond. Aware that Hooper had written a response to all Executive Committee members on 8/4/2025 regarding her reasons for not accepting the separation agreement, Hall felt the Executive Committee should be informed of the outcomes and have an opportunity to ask questions. Questions were asked and answered within Towery's role and protecting the FDDC. The committee inquired about future potential litigation. It was reiterated that FDDC's liability insurance policy covers any issues related to former employee litigation and they would hire the attorney firm to represent FDDC, should any potential litigation emerge. Towery reiterated, based on the findings of the hired employment labor attorney, there were not any findings that would indicate litigation, but that does not prevent former employees from pursuing litigation.

Hall adjourned the meeting at 5:25 p.m.



# Executive Director, Valerie Breen Performance Review 2024-2025

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## Overview

This evaluation incorporates both quantitative scores and written comments. The results highlight consistent strengths in program planning, administration, and policy/advocacy, with fiscal oversight also viewed positively. Staff management and supervision remain the primary growth area. The overall average score across all categories, rounded to whole number, is 4.0, reflecting strong performance with meaningful opportunities for development.

## Category Summaries

### Program Planning & Implementation

- Executive Director's Self Score: Usually Meets and often Exceeds
- Executive Committee Feedback Average Score: 4 out of 5 (Exceeds)

The Executive Director has lead responsibility for the development and implementation of the Council's 5-year State Plan. Objectives for meeting these responsibilities include:

- Ensures that a system for programmatic and contractual management of the Council-funded projects is implemented in a manner that ensures that the projects achieve the intended outcomes, comply with contractual requirements, and meet the federal obligation and liquidation schedule.
- Ensures that the Council's State Plan is based on thorough planning, reflects the vision of the Council, and provides direction for the work of the Council.
- The Executive director oversees system for programmatic and contractual management of the Council projects is implemented and comply with contractual requirements. Also facilitates the next five years State Plan

### **Summary:**

Respondents consistently praised the Executive Director's ability to strategically plan and execute programs. Her vision and follow-through on both legacy and new initiatives were highlighted as significant strengths. This category reflects one of the strongest areas of leadership.

### **Program Administration**

- Executive Director's Self Score: Exceeds
- Executive Committee Feedback Average Score: 4 out of 5 (Exceeds)

The Executive Director is responsible for the development and implementation of the Council's work to achieve its State Plan goals. Objectives to demonstrate meeting these responsibilities include:

- Ensures the effective management of the Council's operations, of the programmatic management system for Council-funded projects, of the Council's public policy activities, and of the Council's marketing and public relations activities.
- Ensures that the work of the Council is effectively planned and implemented.
- Provides reliable advice and guidance to the Council relative to meeting the intent and requirements of the DD Act, Council By-Laws, applicable state laws, and Council policies and procedures
- Provides lead staffing responsibilities for the Executive Committee, other committees and full Council meetings.
- Supports Council members on an ongoing basis to ensure inclusion of all members in all aspects of Council business and governance.
- Communicates both effectively and timely with Council members.

### **Summary:**

Strong administrative organization and effective oversight were recognized. However, comments indicate concerns about staff morale and transitions during a period of change. While program administration remains a strength, ensuring smoother staff alignment and reducing internal conflicts will be important moving forward.

### **Policy/Advocacy**

- Executive Director's Self Score: Meets and usually Exceeds
- Executive Committee Feedback Average Score: 4 out of 5 (Exceeds)

The Executive Director is responsible for ensuring the effective advocacy of public policy positions that further critical needs of individuals with intellectual and developmental disabilities. The Executive Director is responsible for ensuring the coordination of all advocacy efforts with AIDD/DHHS, state agencies, the Florida legislature, Office of the Governor, state and local disability advocacy organization, and The National Association of Council's on Developmental Disabilities. Objectives for meeting these responsibilities include:

- Provides effective legislative education and advocacy activities to support Council policies before the State Legislature.
- Provides effective education and advocacy activities at the federal level either directly, or via the Administration on Intellectual and Developmental Disabilities or the National Association of Councils on Developmental Disabilities.
- Participates on select policy-related groups that will further the goals of the Council.

**Summary:**

The Executive Director is viewed as an effective advocate, with strong communication and influence with policymakers. Respondents recognize her as a consistent and credible voice, helping to elevate disability-related issues and ensuring decision-makers engage meaningfully.

**Fiscal Oversight**

- Executive Director's Self Score: Meets and sometimes Exceeds
- Executive Committee Feedback Average Score: 4 out of 5 (Exceeds)

The Executive Director assures appropriate oversight in the receipt, disbursement and reporting of all funds, including federal funds through AIDD/DHHS and Federal DD Act. Objectives for meeting these responsibilities include:

- Ensures that the financial, budgeting and accounting operations for the Council are managed in a manner that ensures the Council's compliance with all applicable federal and state laws and requirements and that the federal obligation and liquidation schedule is met.

**Summary:**

Fiscal management is a clear area of confidence among respondents. Improvements in accounting and financial tracking have strengthened the organization's ability to manage resources effectively. Continued transparency and communication around fiscal decisions will further reinforce trust.

**Staff Management & Supervision**

- Executive Director's Self Score: Meets
- Executive Committee Feedback Average Score: 3 out of 5 (Usually Meets)

The Executive Director is responsible for the recruitment, hiring, supervision, and termination of all council staff. Objectives for meeting these responsibilities include:

- Ensures that staff receives the training, support and guidance necessary to effectively perform the responsibilities of their positions.
- Ensures the effective performance of staff in carrying out the work of the Council.

### **Summary:**

Staff management and supervision remain the most pressing area for improvement. While there were acknowledgments of good hiring decisions, respondents expressed concerns about supervision style, staff turnover, and prolonged personnel challenges. Addressing this area will significantly improve staff morale and organizational stability.

### **Overall Performance**

Overall Average Score: 4.0

The Executive Director demonstrates strong performance in leadership, administration, fiscal oversight, and advocacy. The most important opportunity for growth lies in staff management and supervision, where improvement will enhance both morale and effectiveness across the organization.

### **Recommendations for Development**

1. Prioritize improving supervisory style with open communication, conflict resolution, and consistent support. To ensure progress and alignment, regular pulse surveys will be developed and implemented to gather employee feedback, monitor effectiveness, and identify opportunities for continuous improvement.
2. Continue to foster a culture of accountability ensuring clarity, ownership, feedback, and trust.
3. Build on recent fiscal improvements through transparency and stakeholder communication while expanding advocacy to grow partnerships and increase impact.

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Valerie Breen, Executive Director

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Eddie Hall, Council Chair

Before August 4, 2025	Executive Director completes self-evaluation.
By August 4, 2025	Executive Director self-evaluation sent to Executive Committee and HR Consultant, including in narrative form.
Week of August 11, 2025	Chair requests input from other Council members via a survey in collaboration with HR Consultant.
Week of August 18, 2025	Evaluation scores and comments sent to the Council Chair and Executive Director by HR Consultant.
Week of August 18, 2025	HR Consultant compiles draft evaluation document and sends to Council Chair.
Week of August 25, 2025	Executive Director and Council Chair, in collaboration with HR Consultant, discuss the results and recommendations for the Executive Committee.
Week of September 8, 2025	Executive Committee meets to review final evaluation document and determine recommendations to full Council.
September 18-19, 2025	Executive Committee recommendations approved at the full Council meeting.

## TIMELINE

- First Draft by May
- Final Draft for adoption September 2025

## ATTORNEY Timeline for Review

- Options presented:
  - Hourly review
  - Full rewrite
- Pending (Cost \$400 hour)

## Meeting Schedule:

- Wednesdays 5:30 p.m.

## Facilitation:

- Caitlyn will fill in for Enrique to facilitate in his absence.

## Members of Task:

### Board Members

- Carla Mercer
- Charlotte Temple
- Caitlyn Clibbon
- Danielle McGill
- Eddie Hall
- Enrique Escallon
- Yolanda Herrera

### Staff and Lawyer

- Valerie Breen
- George Leveske
- Susan Kabot
- Kisten Conlin

<b>Article I: Title</b>	No Changes
<b>Article II: Purpose</b> Added a footnote to Section A.3	"Measure the purpose of the 5-year plan against the Principles in the bylaws."
<b>Article III: Membership</b> Added a footnote in Section C.	<p>"Official inclusion of DCF as member of the Council even if not prescribed in the DD Act."</p> <p>Listed the Agencies that meet the requirements in bullet C.1 "Agencies in the State of Florida that meet these requirements are:</p> <ul style="list-style-type: none"> <li>i. Department of Education.</li> <li>ii. Division of Vocational Rehabilitation (Rehabilitation Act of 1973).</li> <li>iii. Agency for Persons with Disabilities (state Developmental Disabilities agency).</li> <li>iv. Department of Education.</li> <li>v. Bureau of Exceptional Education and Student Services (Individuals with Disabilities Education Act)</li> <li>vi. ; Department of Elder Affairs (Older American Act);</li> <li>vii. Department of Health, Children's Medical Services (Title V);</li> <li>viii. Agency for Health Care Administration and Department of Children and Families (Title XIX of the Social Security Act)."</li> </ul> <p>Listed UCEDD's that meet the requirements in bullet C.2 Universities in the State of Florida that meet these requirements are:</p> <ul style="list-style-type: none"> <li>i. University of Miami, Mailman Center.</li> <li>ii. University of South Florida, Florida Center for Inclusive Communities.</li> </ul> <p>Listed the State Protection and advocacy System.in bullet C.3</p> <ul style="list-style-type: none"> <li>i. Disability Rights Florida, Inc.</li> </ul> <p>In bullet C.4 added One</p> <p>4. <b>One</b> local and nongovernmental agency that provide services to individuals with intellectual and developmental disabilities.</p> <p>In bullet C.5 Changed "Private" for "One"</p> <p>1. <b>Private</b> One nonprofit groups concerned with services for individuals with intellectual and developmental disabilities.</p>

<p><b>Article III:</b> <b>Membership</b> Section E. the following questions were raised. Bullets 1-5 will require legal opinion.</p>	<ul style="list-style-type: none"> <li>• How can we codify term limits in a way that is not a conflict?</li> <li>• Governor doesn't appoint expeditiously...</li> <li>• ED provides recommendation to Governor office for open position...</li> <li>• Voting in officers...when terms have expired with the Governor can they apply to be an officer of the Council even though they are remaining in a seat?</li> <li>• How do we avoid losing leadership?</li> </ul> <p>In bullet E.1 (8 years total) was added at the end of the paragraph.</p> <ol style="list-style-type: none"> <li>1. A member may be appointed to a second successive term. <b>(8 years total)</b></li> </ol> <p>In bullet E.2 "his or her" was replaced by "a" and q question was raised about Administrative rule requiring appointments by the Governor.</p> <ol style="list-style-type: none"> <li>2. Any member desiring to resign from the Council shall submit <b>a</b> resignation in writing to the Council Chair and the Executive Director of the Council who will forward a copy to the Governor</li> </ol> <p>Additional questions were raised that may require consideration:</p> <ul style="list-style-type: none"> <li>• Can we assign people to seats that are not appointed to the Governor?</li> <li>• What voting capacity do they have?</li> <li>• Can we conduct business without appointments.</li> <li>• What is leeway that we have?</li> <li>• Federal statute?</li> </ul>
<p><b>Article III:</b> <b>Membership</b> Section F. The following recommendations for P&amp;P's</p>	<ul style="list-style-type: none"> <li>• Get policies/procedures for this in Executive Committee for following attendance.</li> <li>• Executive Committee review absences annually.</li> <li>• Appropriate action defined? <ul style="list-style-type: none"> <li>○ Notify member...opportunity and then consequences....</li> <li>○ have a process to follow for the appropriate action.</li> <li>○ Where to start and each step to take- notify them...</li> <li>○ Exec keeps track...corrective action for the member to take.</li> </ul> </li> </ul>
<p><b>Article III:</b> <b>Membership</b> Section G Recommended to be reviewed by Legal opinion.</p>	<ul style="list-style-type: none"> <li>• Is this the correct procedure or should it be something that needs to be re-considered?</li> <li>• Executive Committee make recommendation with full board vote. Transparency and accountability.</li> <li>• Have EC investigate, gather info etc. Must create a process.</li> <li>• Does the process need to be clarified in the bylaws.</li> <li>• Clear and detailed process.</li> <li>• Does there need to be a policy/procedure document for the board or laid out in the bylaws?</li> </ul>
<p><b>Article III:</b> <b>Membership</b> Section I _Conflict of Interest</p>	<p>In bullet I.3 "immediately upon discovering the conflict: was added</p> <ol style="list-style-type: none"> <li>3. Should a conflict of interest arise, a member must declare his/her conflict of interest and recuse him or herself from voting related to the issue <b>immediately upon discovering the conflict.</b></li> </ol>

<p>Everyone agreed that this section was clear.</p>	<p>The Chair will have discretion to determine if a member with a conflict of interest will need to leave the room during the discussion.</p> <p>If the issue is policy-related, the member may offer information on the issue but shall not advocate or attempt to influence the decision. <b>The member will then leave the meeting for the balance of the discussion and voting on the issue.</b></p> <p>If the issue is related to Council funding or any other non-policy-related issue, <b>a member must leave the room and recuse him or herself from any discussion, deliberation, and/or vote regarding the matter.</b></p> <p>The following question and concerns arose after the second paragraph:</p> <ul style="list-style-type: none"> <li>• If a declaration of conflict occur prior to the vote- in the middle I have a conflict, disclose it.</li> <li>• Do not have conflict in an initial discussion, at what time do I recuse myself.</li> <li>• Would this go in policies and procedures. Wants override for the recusal...what is the responsibility under Florida Sunshine?</li> <li>• Can we make people leave the room?</li> <li>• Only limited to public comment and cannot vote.</li> <li>• Have to allow public access and public comment- consider their comments.</li> <li>• If person already voted and conflict is discovered</li> <li>• If discovered then could we strike their vote and have process</li> <li>• if it impacts the vote and have a re-voting process that impacts the outcome?</li> </ul>
<p><b>Article III:</b> <b>Membership</b> Section J Just needs some clarification.</p>	<p>J. The members of the Council, its committees and its task forces serve without financial compensation, but they shall be entitled to approved travel or personal care expenses incurred in attending Council meetings and other <b>pre-approved</b> program <b>Council</b> related <b>sponsored</b> functions.</p> <p>What is program? Non-exhausted list of functions.</p>
<p><b>Article III:</b> <b>Membership</b> Section K</p>	<p>No changes but it was noted the Policies and Procedures and Policies referenced need to be reviewed to ensure relevancy.</p>
<p><b>Article IV:</b> <b>Officers</b></p>	<p>The following issues were considered.</p> <ul style="list-style-type: none"> <li>• Add a Secretary position? Make sure person is trained in taking minutes</li> <li>• Define More than one term in a position? What is the term? Two years. If a person is re-elected to the same position more than once? No. cannot serve more than one term in their current elected position.</li> <li>• Chair and Chair Elect for two years and then moves directly into the Chair position?</li> <li>• Logistics of succession...functions would not change only the logistics/process. New members won't have an opportunity to shine-give opportunity to shine by keeping the way it is?</li> </ul>

	<ul style="list-style-type: none"> <li>• We have four year terms- the only person who could run is a brand new board member.</li> <li>• Requirement for the person to serve as a Chair must be on the Council a minimum of ....?</li> <li>• Uniqueness again for being a board as a not for profit versus an advisory governor appointed board under the DD Act?</li> <li>• Give more opportunities for all the members. put limitations on when someone from the council can apply to staff and when a staff can apply to the Council?</li> <li>• Delay of staff/board member to change roles. Should there be a waiting period? Resign and cooling period. Full Council can override the decision- involve the whole Council Person has to recuse themselves. Policy to waive one year period....why we would waive the one year. Waiving a cooling off period may be a problem for the Council. Do we want a cooling off period or not? <b>Bring question to the legal review</b></li> <li>• When would you waive the cooling off period- would it open up the Council to discrimination. When are elections held?</li> <li>• If not one year on the Council cannot be on Executive committee. Two year cycle between Chair/Vice Chair. Yearly election for Vice Chair</li> </ul>
<b>Article IV:</b> <b>Officers</b> Section A	<p>In bullet A.7 it was recommended to engage full council before the vote.</p> <p>A. In bullet A.8 the words “and engagement” To encourage active involvement <b>and engagement</b> of all Council members.</p> <p>Bullet A.9 was added.</p> <p>B. The Council Chair appoints the Chair and members of the standing committees with input from the Executive Director.</p>
<b>Article IV:</b> <b>Officers</b> Section D Duties of the Secretary:	<p>This Section needs development.</p> <p>1. If so, define the position- spread the workload. For Council members to have leadership opportunity.</p>
<b>Article V:</b> <b>Committees</b> Section A & B no changes but bulleted	<p>A. Standing Committees: Standing committees of the Council shall be the:</p> <ol style="list-style-type: none"> <li>1. Executive Committee,</li> <li>2. Finance Committee,</li> <li>3. State Plan Committee,</li> <li>4. and the Public Policy Committee.</li> </ol> <p>B. Executive Committee: The Executive Committee shall be comprised of the:</p> <ol style="list-style-type: none"> <li>1. Council Chair,</li> <li>2. Vice-Chair,</li> <li>3. Treasurer,</li> </ol>

	<p>4. Two (2) at-large members who are appointed by the Council Chair  5. Two (2) elected at-large members.</p> <p><b>In Executive committee's duties was recommended to put more engagement of executive committee to communicate with all the members. More transparency.</b></p>
<b>Article V: Committees</b> Section C Finance Committee	Write procedures for more monitoring based on financial checks and balances. Best practice recommendation for finance committee. Thomas Howell Ferguson will be recommending best practice policies ad procedures.
<b>Article V: Committees</b> Section G:	<p>Deleted “Appointments: The Council Chair and members of the standing commites with input from the Executive Director.”</p> <p>it will read:</p> <p>G. Committees and task forces shall be comprised of not less than three (3) Council members.</p>
<b>Article V: Committees</b> Section H: Ad hoc Committees/Task Forces::	<p><b>New</b></p> <p>H. Ad hoc Committees/Task Forces: Can be established by the Chair for specific issues, is time limited in duration with reporting responsibility to the full the Council.</p>
<b>Article VI: Elections</b>	No Changes
<b>Article VII: Meetings:</b>	Clarify what “ <b>present</b> ” means for both quorum count and voting. .
<b>Article VIII: Indemnification:</b>	No Changes <b>If review required defer to Legal</b>
<b>Article IX: Bylaws Amendments:</b>	No Changes

## Process for Informing FDDC Council of Employee Complaints

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### 1. Initial Complaint Submission

- Complaints should be documented and categorized based on severity, type (e.g., harassment, fraud, policy violations), and potential impact on the organization.

### 2. Internal Review and Investigation

- **HR Review:** The HR Consultant will assess the complaint's credibility and determine whether further investigation is warranted.
- **Investigation Process:** If necessary, an internal investigation will be conducted by HR and/or legal counsel.
- **Confidentiality Considerations:** The complainant's identity should be protected to the extent possible.

### 3. Reasons to Inform Council Leadership

Not all complaints require Council-level attention. The following types of complaints should be escalated to the Council Chair, and subsequently the Executive Committee:

- **Legal and Regulatory Issues:** Complaints involving fraud, discrimination, harassment, or legal violations.
- **Executive Misconduct:** Allegations against senior leadership or board members.
- **Financial Irregularities:** Cases involving fraud, embezzlement, or significant financial mismanagement.
- **Reputational Risk:** Complaints that could damage the organization's public image.

These types of complaints should be reported to the Council Chair as soon as practicable. Routine employee grievances (e.g., interpersonal conflicts, minor policy violations) should be managed internally unless they escalate into significant issues that require Executive Committee attention.

### 4. Informing Council Leadership

- **Confidential Report and Presentation:** A summary of the complaint, investigation findings, and recommendations from HR and/or legal council should be compiled, omitting personally identifiable details whenever possible.
  - If the complaint is made by any FDDC employee other than the Executive Director, the HR Consultant, in collaboration with the Executive Director, will provide the report to the Executive Committee.
  - If the complaint is made by the Executive Director, the HR Consultant, in collaboration with the Council Chair, will provide the report to the Executive Committee.

- If the complaint is against a Council member and the complainant is not the Executive Director, the HR Consultant will provide the complaint to the Council Chair and the Executive Director. The Chair and Executive Director, in consultation with the FDDC attorney and the HR Consultant, will determine the best process for communicating with the full Council.
- If the complaint is against a Council member and the complainant is the Executive Director, the HR Consultant will provide the complaint to the Council Chair and FDDC attorney. The Chair, in consultation with the HR Consultant and FDDC attorney, will determine the best process for communicating with the full Council.

## **5. Monitoring and Updates:**

- In collaboration with the Executive Director, the HR Consultant will monitor and provide updates regarding the complaint to the Council Chair.
- If the Executive Director is the complainant, the HR Consultant will monitor and provide updates regarding the complaint to the Executive Committee.

## **6. Council Decision & Follow-up**

- If the complaint is against a Council member, the Council should review the complaint, assess risks, and determine any necessary action.
- If Council policy changes are needed, the Council should delegate implementation to the appropriate subject matter expert.

## **7. Communication & Resolution**

- If legally permissible, the complainant should be informed of the resolution, or any corrective measures taken.
- Full Council should be updated on relevant policy changes or governance improvements resulting from the complaint.

## **8. Documentation & Compliance**

- All complaints and related actions should be documented to ensure compliance with legal and corporate governance requirements.
- Regular reports on complaint trends (without identifying individuals) should be presented to the Council for oversight and continuous improvement.

## Process for Informing FDDC Council of Personnel Matters

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### 1. Initial Personnel Matter

- **HR Review:** The HR Consultant will assess the personnel issue and determine whether further investigation is warranted.
- **Investigation Process:** If necessary, an internal investigation will be conducted by HR and/or legal counsel.

### 2. Reasons to Inform Council Leadership

Not all personnel matters require Council-level attention. The following types of issues should be escalated:

- **Legal and Regulatory Issues:** Matters involving fraud, discrimination, harassment, or legal violations.
- **Gross Misconduct:** Infractions that are intentional and/or reckless that cause or could cause harm to the organization, its reputation, employees, or clients.
- **Financial Irregularities:** Cases involving fraud, embezzlement, or significant financial mismanagement.
- **Reputational Risk:** Matters that could damage the organization's public image.

These types of personnel issues should be reported to the Council Chair as soon as practical. Routine employee matters should be managed internally unless they escalate into significant issues.

### 3. Informing Council Leadership

- **Confidential Report:** A summary of the personnel matter, investigation findings, and recommendations from HR and/or legal council should be compiled, omitting personally identifiable details whenever possible.
  - If the issue is not regarding the Executive Director, the Executive Director in collaboration with HR Consultant will provide the report to the Executive Committee.
  - If the issue is regarding the Executive Director, the HR Consultant in collaboration with the Council Chair will provide the report to the Executive Committee.

### 4. Monitoring & Updates

- In collaboration with the Executive Director, the HR Consultant will monitor and provide updates regarding the matter to the Council Chair.
- If the matter is regarding the Executive Director, the HR Consultant will monitor and provide updates regarding the issue to the Executive Committee.

## **5. Documentation & Compliance**

- All personnel matters and related actions should be documented to ensure compliance with legal and corporate governance requirements.

# Qualified Small Employers Health Reimbursement Arrangement

To support our goal of attracting and retaining employees across the State of Florida, we are recommending the implementation of a **QSEHRA**. This benefit would provide all employees with a fixed reimbursement amount to help cover the cost of individually purchased health insurance. A third-party administrator would assist employees with the process and ensure compliance with applicable regulations. The recommended platform for this service would be appx \$2,880 per year.

## Overview

A **Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)** is a small business health benefit (less than 50 full-time employees, not offering a group health plan). It allows employers to reimburse employees for qualified medical expenses, like individual health insurance premiums.

## How It Works

1. Employers specify a monthly stipend per employee.
2. Workers purchase their own health insurance or reimburse out-of-pocket medical bills.
3. Workers submit proof of qualified expenses (ex: proof of monthly insurance premium or medical expense), and the employer reimburses up to the allowance maximum.
4. Reimbursements are tax-free to employees who have *Minimum Essential Coverage (MEC)* and tax-deductible to employers. Otherwise, reimbursements are taxable.

## Standard IRS Limits

### 2025 Contribution Limits (IRS-Adjusted)

- Self-only coverage: Up to \$6,150/year (\$512.50/month)
- Family coverage: Up to \$12,450/year (\$1,037.50/month)

## Benefits

- **Cost Predictability**: Employers retain control of the budget with fixed reimbursements.
- **Tax Efficiency**: Reimbursement is tax-free (employee) and tax-deductible (employer).
- **Simplified Administration**: No group health plan or complicated renewals required.
- **Flexible for Employees**: Employees can choose plans that best for their needs.

## Drawbacks

- **No Group Plan Alternative**: Cannot offer both QSEHRA *and* group health plan; May be less attractive to some as group coverage.
- **Employee Burden**: Leaves employees responsible for purchasing/maintaining own coverage.
- **Sophisticated Coordination with Premium Tax Credits**:

- If an employee accepts QSEHRA funds, their premium tax credit (PTC) is reduced dollar-for-dollar.
- If they decline QSEHRA, they may keep the PTC only if the QSEHRA is considered “unaffordable.”
- **Severe Compliance Requirements:** Employers have to meet IRS requirements for reimbursement limits and qualification.

**Impact of the 2025 Legislation for People with Intellectual and Developmental Disabilities  
and Their Families**

*The legislation will be enacted after the Governor's approval.*

Legislative Action	Positive Impact
<p><b>Bills that Passed</b></p> <p><b>Expanding the scope and services of healthcare and educational programs for children with developmental disabilities in Florida.</b></p> <p><i>Approved by the Governor</i></p>	<p>1) The Cinotti Grant Program was created in 2024 to expand access to no-cost health care screenings or services for the public facilitated by nonprofit entities and will include Autism under eligible services.</p> <p>2) The creation of the Early Steps Extended Option, an option for eligible children to continue to receive services offered via the Early Steps Program after the child ages out or turns three-years old. The program will continue to the beginning of the school year following the child's fourth birthday.</p> <p>3) As part of the IFSP, a local program office will include steps for a child to transition to Part B of the IDEA or other future services by the beginning of the school year following the child's fourth birthday.</p> <p>4) Newly established guidelines and funding priorities for startup grants managed by the University of Florida Center for Autism and Neurodevelopment to support charter schools and summer programs for children with autism.</p> <p>5) The Commissioner of Education will review and report on educational curricula for developmental disabilities, enhancing training for professionals with a focus on supporting students with autism.</p>
<p><b>Disability History and Awareness Instruction</b></p> <p><i>Approved by the Governor</i></p>	<p>An option for comprehensive disability history and awareness instruction in schools, replacing prior optional guidelines with required educational content.</p> <p>For a two-week period, students receive intensive instruction on individuals with disabilities, including disability history and the disability rights movement.</p> <p>The instructional content across educational levels includes:</p> <p>Grades K–3: Conversations on bullying and activities teaching about physical disabilities.</p>

	<p>Grades 4–6: Provides information and activities related to autism spectrum disorder.</p> <p>Grades 7–9: Includes content and activities about hearing impairments.</p> <p>Grades 10–12: Focuses on different types of learning and intellectual disabilities, with practical activities to illustrate these conditions.</p> <p>District school boards may collaborate with the Evin B. Hartsell Foundation for curriculum development.</p>
<p><b>Corrections for the Home Health Aide for Medically Fragile Children Program</b></p> <p>Approved by the Governor</p>	<p>There are revisions for training and operational requirements for the Home Health Aide for Medically Fragile Children Program to improve care and coordination.</p> <p>The bill specifies family caregiver training to include minimum hours of theoretical instruction, skills tailored to the child's care needs and directed clinical training. It also establishes a Medicaid fee schedule for home health aides at a minimum rate of \$25 per hour with a daily cap of 12 hours per child, requiring justification for additional hours.</p> <p>The bill mandates a swift federal approval process for Medicaid waivers or amendments to include private duty nursing and home health providers in the program and exempt home health aide income from public assistance eligibility considerations.</p> <p>There is an annual program assessment detailing caregiver satisfaction, support needs, hospitalization rates, adverse incidents, and comparison data between home health aides and registered or licensed nurses.</p>
<p><b>Spectrum Alert in Florida to address safety risks associated with children who have autism spectrum disorder (ASD), who are prone to wandering, particularly leading to accidents or deaths from drowning and traffic accidents.</b></p> <p><i>Approved by the Governor</i></p>	<p>The Department of Law Enforcement is required to work with transportation, highway safety, lottery departments, and local law enforcement to create and implement the Spectrum Alert. Instructs these departments to collaboratively develop a training program and implement crisis intervention training for law enforcement to better manage interactions with ASD children.</p> <p>Specifies that policies and procedures be set for handling reported missing ASD children, including quick dissemination of information and informing relevant emergency and law enforcement personnel. Stipulates increased</p>

	awareness efforts to understand autism-related elopement risks and strengthen community support for ASD children.
<b>Priority in the School Readiness Program</b>  <i>Approved by the Governor</i>	Currently, early learning providers are paid an increased rate from Early Learning Centers for enrolling a student with a disability. Providers receive these additional dollars as an incentive; however, there is no training requirement for teachers. This bill will require training for all providers who choose to take advantage of this increased rate. This bill incentivizes early learning providers to accommodate students with special needs and equips teachers with the training necessary to manage these students so that they can maintain a classroom conducive to all learners. It also requires training for autism screenings and increases access to after-school programs. Early identification is key, and it is vital that every child is provided with a strong foundation.
<b>Agency for Persons with Disabilities (APD)</b> <b>New proposals enhance services for individuals with developmental disabilities through several key provisions and requirements targeting state agencies and Medicaid programs. The final proposal removed the Vocational Rehabilitation and Blind Services merger proposal from APD and expanded the developmental disabilities managed care pilot to cover the whole state. The bill includes transparency and choice in services for individuals with developmental disabilities by establishing new Family Care Councils requiring timely reporting and revising waiver enrollment options.</b>  <i>Approved by the Governor</i>	The final proposal for The Agency for Persons with Disabilities (APD) requires the following: 1) New enrollees will be furnished with a written list of qualified organizations (support coordinators) within 5 days of enrollment in the iBudget. 2) Quarterly reconciliation reports will be posted online within 5 days of submission. 3) Requires the agency's active involvement in transition planning for certain foster youth. 4) The bill requires posting of the total number of individuals in each priority category by county at least every 5 days. 5) Guidelines to establish the Statewide Family Care Council to coordinate with local family care councils are identified. 6) The Medicaid managed care I/DD pilot enrollment will not automatically enroll certain Medicaid recipients and requires an affirmative choice to opt in. 7) The Medicaid managed care I/DD pilot program is fully voluntary and allows immediate assessment for each enrollee, including all services under s. 393.066(3), requires plan oversight, corrective actions, and updates reporting and evaluation requirements.

	A study of the iBudget algorithm is required and the Agency for Persons with Disabilities must report findings and recommendations to the Governor and Legislature by November 15, 2025.
<b>Individuals are presumed to be eligible for Medicaid services during any redetermination processes.</b>	In a conforming bill to the budget, there is instruction that, with federal approval, will keep individuals with developmental disabilities “presumed eligible” for Medicaid so that their benefits will not be taken away from them during a Medicaid redetermination process. This is very positive language to prevent individuals from losing essential services like they did last year.
<b>Dental services for individuals with I/DD- \$3,600,000.</b>	In the event the Agency for Persons with Disabilities is unable to competitively procure a contract with a nonprofit organization for a statewide dental services program for the developmentally disabled, funds will be used by the agency to administer the program until such contract can be executed.
<b>Updating the iBudget algorithm. - \$1,000,000 in nonrecurring are provided for the purpose of updating the waiver cost allocation algorithm.</b>	The agency will contract for a study to review, evaluate and identify recommendations regarding the algorithm used to determine the amount of funding each iBudget enrollee receives and report its findings and recommendations to the Governor and Legislature by November 15, 2025
<b>Innovative Services Development Grant Program -\$6,000,000 shall be used by the Commission for the Transportation Disadvantaged to continue the Innovative Services Development Grant program.</b>	Funds shall be used to provide competitive grants to community transportation coordinators and non-traditional transportation service providers, such as transportation network companies, that provide door-to-door, on-demand, or scheduled transportation services for innovative service delivery that is more cost efficient for the program and time efficient for users. Projects serving a single county may receive up to \$750,000; projects serving multiple counties with a goal of providing regional mobility may receive a maximum of \$1,500,000. A ten percent local match is required for all grants. All funds shall be used to provide direct services to transportation disadvantaged clients.

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.**

**FULL COUNCIL MEETING**  
**Thursday September 18 & Friday September 19, 2025**

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***Our Mission***

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

**Thursday September 18<sup>th</sup>**

**DAY 1**

9:00 a.m.	Introduction/Call to Order	<i>Eddie Hall, Chair</i>
	Adoption of the Agenda **	<i>Eddie Hall, Chair</i>
	Adoption of May 2025 Minutes** (A) May 16-18, 2025	
9:15 a.m.	Chair/Vice Chair Report	<i>Eddie Hall, Chair Enrique Escallon, Vice Chair</i>
9:20 a.m.-10:30 a.m.	Executive Director Report The FDDC Movement <i>Learning from the Past- Setting the Future</i>	<i>Valerie Breen, Executive Dir. Jim DeBeaugraine, Consultant</i>
10:30 a.m.-12:30 p.m.	Creating the Legislative Platform for 2026 Setting Priorities (B) Managed Care Task Force Report (C) Priorities Handout- supplemental	<i>Sarah Goldman, Chair Jim DeBeaugraine, Consultant Valerie Breen, Executive Dir.</i>
11:45 a.m.-12:45 p.m.	Working Lunch	
1:00 p.m.-2:30 p.m.	State Agency & Sister Agency Reports	<i>Eddie Hall, Chair</i>
2:30 p.m.-2:45 p.m.	Break	
2:45 p.m.-3:45 p.m.	Video Creations & Program Projects <i>Presentation</i>	<i>Sue Kabot, Chief of Programs Program Team</i>
3:45 p.m.-4:30 p.m.	Standing Committee Updates <i>Outcomes &amp; Recommendations</i> State Plan Finance Executive	<i>Jean Sherman, Chair Dennis Hart, Chair Eddie Hall, Chair</i>
4:30 p.m.	Public Comment	<i>Eddie Hall, Chair</i>
4:30 p.m.	Meeting Adjourned	<i>Eddie Hall, Chair</i>
	Dinner on your own	

***Our Mission***

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**Friday September 19th**

**DAY 2- FULL COUNCIL MEETING**

9:00 a.m.	<b>Introduction/Roll Call</b>	<i>Eddie Hall, Chair</i>
9:15 a.m.-10:30 a.m.	<b>New Five-Year State Plan</b> <i>Access to Services</i>	<i>Well Florida Council, Inc.</i> <i>Sue Kabot, Chief of Programs</i>
10:30 a.m.-10:45 a.m.	<b>Break- Check out of hotel</b>	
10:45 a.m.-12:00 p.m.	<b>New Five-Year State Plan</b> <i>Behavioral Health</i> <i>Aging Families</i>	<i>WellFlorida Council, Inc.</i> <i>Sue Kabot, Chief of Programs</i>
12:00 p.m.-1:00 p.m.	<b>Working Lunch</b>	
12:30 p.m.-1:30 p.m.	<b>New Five-Year State Plan</b> <i>Self-Advocacy</i> <i>Emerging Issues</i>	<i>WellFlorida Council, Inc.</i> <i>Sue Kabot, Chief of Programs</i>
1:30 p.m.	<b>Public Comment</b>	<i>Eddie Hall, Chair</i>
1:30 p.m.	<b>Meeting Adjourned</b>	<i>Eddie Hall, Chair</i>

**Florida Developmental Disabilities Council, Inc.**

**Full Council Meeting Minutes**

**May 14-16, 2025**

**In Person**

**Wednesday, May 14, 2025- Pre-Council Meeting**

**Council Members Present:** Eddie Hall, Yolanda Herrera, Lauren Modawell, Enrique Escallon, Charlotte Temple, Elly Hagen, Arizona Jenkins, Michael Sayih, Christina Cordova

**Council Members Absent:** Denise Anderson, Danielle McGill, Kali Wilson, Susan Nipper (APD), Caitlyn Clibbon (DRF), Mirna Diaz (VR), Beth Boone (FCIC), Dennis Hart, Meagan Owens (AHCA), Andrea Gary (DOH), Jean Sherman (Mailman Center), Sarah Goldman, Carla Mercer, Kira Houge (Elder Affairs), Patricia Bodiford (DOE), Victoria Zepp

**Staff Present:** Valerie Breen, Susan Kabot, Kristin Vandagriff, Margaret Hooper, Monica Moye, Chris Reeve, Jennifer Chung, Kristen Conlin, Jamie Mayersohn

**Guests:** Personal care staff

**I. Introduction/Call to Order**

The meeting was called to order by Chair Eddie Hall at 6:34 p.m. Chair Hall welcomed Council members and noted that the purpose of this meeting was to prepare members for the next two days of meetings.

**II. Review and Discussion**

Breen reviewed the Council book with members with a goal of familiarizing members with the content to be covered over the 2-day meeting. It was noted that new standing committee processes were put in place with standing committees now meeting virtually, which allows reports to be provided with recommendations, enabling the full Council to discuss and adopt decisions.

Hall noted that a member brought an idea to leadership's attention to begin a Council Member Mentor Program. It was noted that the mentor program would need to be in line with Sunshine rules, so having a presentation about what Sunshine is and how to follow the guidelines would need to be done prior to any mentor assignments.

The meeting adjourned at 7:07 p.m.

**Florida Developmental Disabilities Council, Inc.**  
**Full Council Meeting Minutes**  
**May 14-16, 2025**

**Thursday, May 15, 2025**

**Council Members Present:** Eddie Hall, Chair; Yolanda Herrera; Lauren Modawell; Enrique Escallon; Michael Sayih; Charlotte Temple; Arizona Jenkins; Denise Anderson; Elly Hagen, Danielle McGill; Kali Wilson; Christina Cordova; Dennis Hart; Susan Nipper (APD); Caitlyn Clibbon (DRF); Mirna Diaz (VR); Beth Boone (FCIC); Meagan Owens (AHCA); Andrea Gary (DOH); Jean Sherman (Mailman Center)

**Council Members Absent:** Victoria Zepp; Carla Mercer; Patricia Bodiford (DOE); Sarah Goldman; Kira Houge (Elder Affairs)

**Staff Present:** Valerie Breen; Susan Kabot; Kristin Vandagriff; Margaret Hooper; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn

**Guests:** Personal care staff

The meeting was called to order by Chair Hall at 9:35 a.m. Hall welcomed Council members and instructed Breen to conduct roll call. Quorum was established.

**I. Adoption of Agenda**

**Action Taken:** Escallon made a motion to adopt the agenda as presented. Hart seconded. The motion passed unanimously.

**II. Adoption of Minutes**

Nipper made a motion to adopt January 2025 minutes as presented. Escallon seconded. Sherman noted that she was not listed in January 2025 minutes. Hart made a motion to adopt January 2025 minutes with the correction. Escallon seconded. Motion passed unanimously.

**III. State and Sister Agency Reports**

Reports were provided by the following:

- Susan Nipper from Agency for Persons with Disabilities.
- Meagan Owens from Agency for Healthcare Administration.
- Mirna Diaz from Vocational Rehabilitation.
- Andrea Gary from Department of Health- Children's Medical Services.
- Jean Sherman from University of Miami- Mailman Center.
- Beth Boone from University of South Florida- Florida Center for Inclusive Communities.
- Caitlyn Clibbon from Disability Rights Florida.

#### **IV. Chair/Vice-Chair Report**

Hall noted that the FDDC Council is doing great work and is focusing on making important things happen for people in Florida. He shared that there are many concerns related to the state budget as well as the federal budget and potential cuts.

Vice Chair Escallon, thanked everyone who participated in the weekly Bylaws Task Force Meetings. He recounted on past efforts such as Project SEARCH and a second UCEDD and noted that FDDC should look at the value of its past efforts.

#### **V. Executive Director Report**

Breen shared her presentation titled, “Pivot for the Future, Pivot in the Present.” She thanked Council members who participated in DD Day at the Capitol as well as thanking members for sharing their story. Breen reported that our “Out Care Matters” videos have reached 526,000+ views. She also highlighted our “Our Work Matters” podcast which consists of 6 episodes. Breen spent a large part of her presentation on educating the Council on the State of the State for funding for DD Councils based on a “leaked report” eliminating DD Act funding which had created great concern within the national DD Act network nationwide. She educated the Council on how the formula works for Council funding and provided a plan on how FDDC staff would keep providers and the Council informed. Breen reported that she is closely monitoring with the National Association of Councils on Developmental Disabilities and other stakeholders the status of DD funding and is working internally to review current expenses and commitments with staff in preparation for potential funding changes.

#### **VI. 2025 Legislative Outcomes Report**

Margaret Hooper reported that Florida is in an extended session and reported that 1952 bills were filed – 488 bills passed first chamber – 255 bills passed both chambers.

The following bills all passed:

- SB 112 Children with Developmental Disabilities
- HB 447- Disability History and Awareness Instruction
- SB 1156- Employment of Individuals with Disabilities
- HB 711- Spectrum Alert
- HB 877- School Readiness Program
- HB 1103- Home-and Community

The following bills died:

- SB 460- Student Eloement
- HB 377- Health Insurance Coverage for Individuals with Developmental Disabilities
- SB 412- Repair of Motorized Wheelchairs
- HB 413- Swimming Safety
- SB 257- Exceptional Students and Video Cameras in Public Schools

- SB 1364- Autism Spectrum Disorder Training for Law Enforcement Officer
- HB 229- Elevator Accessibility Requirements

## **VII. Key Projects/Outcomes**

### **Goal 1: Access to Services**

Chris Reeve discussed several areas of the Mathematica project related to Access to Services (ASK)

### **Goal 2: Home- and Community-Based Services**

Sue Kabot presented on participant and family/caregiver quality instruments, including versions available in English and Spanish for “Working with Case Managers” and “Finding the Right Residential Service Provider.”

Jennifer Chung presented on the Training First Responders project. Program context was provided, with modules shown from the 6-module training.

Addressing the Behavior Therapist Shortage efforts were also discussed showing the basic framework for the 14-module manualized training.

Items coming up before September 2025 were also shared:

- Manual for the internship program for dissemination.
- More pilot data including pre and post knowledge assessments.
- Infrastructure and measures for internship and training programs.
- Evaluation checklist to determine adoptability and sustainability of training

Additionally, planning for the coming year was shared denoting the following occurring for year 5:

- Train-the-trainer training for behavioral internship and training models.
- Expansion of the internship and training curriculum to other systems (e.g., CARD, community agencies, universities).
- Identify technical college, state colleges, and universities that offer certifications and/or degrees in criminal justice or emergency medical services.
- Develop and pilot curriculum for integration into course sequences for criminal justice and emergency medical services programs.

### **Goal 4: Self-Advocacy Leadership**

Kristin Vandagriff shared the Welcome Packet and Session 1 of the PIP Curriculum were shared to provide the Council with an example of the Easy Read translation which is being finished to best serve people with I/DD at a 2<sup>nd</sup>-3<sup>rd</sup> grade reading level or below.

## **VIII. Standing Committee Recommendations for Council**

### **State Plan Committee:**

Jean Sherman shared that there were no recommendations that came out of the State Plan Committee meeting; however, there was a robust discussion about two of the projects that required advice from the State Plan Committee members. There were discussions on various projects.

### **Public Policy Committee:**

In the absence of Sarah Goldman, Chair, Margaret Hooper shared the following Public Policy Committee recommendations to the full Council for issues to be reviewed/addressed over the summer:

- Managed Care Pilot for Individuals with I/DD-provide input and monitor iBudget waitlist with the Managed Care Task Force
- Dual Diagnosis Pilot -monitor the implementation of the pilot
- Transportation-follow innovative services grant process and advocate for recurring funding
- CDC+- educate lawmakers on the importance of this program
- Working People with Disabilities-ensure the program is permanent
- Medicaid-monitor Medicaid funding from the federal government and educate lawmakers as approved
- Home Health Aide Bill Implementation-ensure that this waiver is sent for federal approval
- Presumptive Medicaid Eligibility Implementation- ensure that this issue is implemented according to Florida law if passed.

Action Taken: Escallon made a motion to adopt the Public Policy Committee's recommendations related to the above items. Modawell seconded. Motion passed unanimously.

Hooper reported that this year the Public Policy Committee wishes to present legislative achievement awards, The Public Policy Committee recommends to the full Council the following award recipients, denoting that supplemental materials have been provided regarding these awards.

- House Legislator of the Year Award 2025: Representative Chase Tramont
- Legislative Champion Award: Representative Allison Tant

Action Taken: Herrera made a motion to adopt the legislative award recipients. Hart seconded. Motion passed unanimously.

### **Finance Committee:**

Hart reported that a May 1<sup>st</sup> finance committee meeting was held, and the minutes were included in the Council supplemental materials.

Hart reported that the Finance Committee is recommending to the full Council to adopt the Funding/Budget Policy changes presented in the supplemental materials to the full Council.

Escallon made a motion to adopt the Funding/Budget Policy as presented. Sherman seconded. Motion passed unanimously.

### **Executive Committee:**

Hall directed members to the recommendations of the May 1, 2025, minutes located in their supplemental materials. Breen noted that as part of the Salary/Compensation and Benefits study conducted in May 2025 by Compensation Resources under the direction of FDDC's HR consultant, Danielle Towery, the committee agreed to recommend several "no-cost" changes to the benefits offered to FDDC employees. This included unlimited jury duty, bereavement leave extended, military leave unlimited, one additional floating holiday, flex time to have more approvals, and open paid time off- a new best practice for many employers. Hall directed the Council to review the memo in the

Council supplemental materials, that was being provided to staff to transition the paid time off (PTO) practice currently implemented by FDDC to an open PTO policy/practice. The open PTO policy was included for review in the Council's supplemental materials.

Escallon made a motion to adopt all benefits recommendations. Jenkins seconded. No discussion occurred. Motion passed with one abstention, Andrea Gary.

#### **IX. Public Comment**

Hall asked attendees if there were any questions from the public. No public comment occurred.

The meeting was adjourned at 3:57 p.m.'

#### **X. Council Dinner**

WellFlorida staff presented on their background on who they are, what they do, and why it matters. They also shared an overview of the working session which would be conducted the following day to support Council member preparation relating to state 5-year planning efforts.

**Friday, May 16, 2025**

**Council Members Present:** Eddie Hall, Chair; Yolanda Herrera; Lauren Modawell; Enrique Escallon; Michael Sayih; Charlotte Temple; Arizona Jenkins; Denise Anderson; Elly Hagen; Danielle McGill; Kali Wilson; Christina Cordova; Dennis Hart; Susan Nipper (APD); Caitlyn Clibbon (DRF); Mirna Diaz (VR); Meagan Owens (AHCA); Andrea Gary (DOH); Jean Sherman (Mailman Center)

**Council Members Absent:** Victoria Zepp; Carla Mercer; Patricia Bodiford (DOE); Sarah Goldman; Kira Houge (Elder Affairs); Beth Boone (FCIC)

**Staff Present:** Valerie Breen; Susan Kabot; Kristin Vandagriff; Margaret Hooper; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn

**Guests:** Personal care staff, WellFlorida staff: Lindsey Redding and Christina Abarca

The meeting was called to order by Chair Hall at 8:31 a.m., roll call was taken, and quorum was established.

#### **I. Strategic Planning for the 2027-2031 State Plan**

WellFlorida Council, Inc. staff, Lindsey Redding and Chris Abarca oversaw facilitating the morning to obtain the next set of Council member input into the next 5-year state plan. They shared various data that became the deciding factors for the new state plan, which resulted in 3 priority areas: Access to Services, Behavioral Health and Challenging Behaviors and Aging Caregivers. WellFlorida reported that they would take all the information gleaned from each Council member from the 3 priority areas during the morning session and synthesize it for use by the FDDC writing staff to create the Goals, Objectives and Key Activities for Council review and adoption. It was reported that the next step would be for the State Plan Committee to meet in April 2025 with all Council members encouraged to attend. The purpose would be to familiarize themselves with the reasoning behind the proposed draft goals, objectives and activities in preparation for the September full Council meeting.

**II. Public Comment/Meeting Adjourned**

Hall asked attendees if there were any questions from the public. No public comment occurred.

The meeting was adjourned at 12:38 p.m.

DRAFT

**Florida Developmental Disabilities Council, Inc.**

**Managed Care Task Force Minutes**  
**August 12, 2025**  
**VIA ZOOM**

**Members Present:** Sarah Goldman, Chair; Elly Hagen; Susan Nipper (APD); Kimberly Quinn (AHCA); Caitlyn Clibbon (DRF); Charlotte Temple

**Members Absent:** Dennis Hart, Victoria Zepp

**Resource Members Present:** Kevin Johnson

**Resource Members Absent:** Laura Minutello

**Staff Present:** Valerie Breen, Jennifer Chung

**Guests:** Carol Gormley, Jim DeBeaugraine

**I. Welcome/Introductions**

Sarah Goldman welcomed all Task Force members and guests. She reminded everyone that the Task Force had not met since November 2024 and asked if everyone would take a moment to introduce themselves again.

**II. Update on Managed Care Initiative**

Goldman welcomed Carol Gormley, Vice President of Government Relations for Independent Living Systems (ILS), the parent company for Florida Community Care (FCC)- the Medicaid long-term supports and services health plan that is the pilot for individuals with intellectual and developmental disabilities on the iBudget pre-enrollment list.

Gormley gave a brief update on Florida Community Care and the outcomes/plans from this legislative session. Gormley shared a Power Point presentation regarding the pilot program. Gormley provided the eligibility requirements for individuals interested in the pilot and shared an overview of benefits. Gormley advised that they are accountable to Agency for Health Care Administration (AHCA) for meeting contracting requirements.

Gormley advised that HB 1103 expanded the pilot into three phases, and the legislation clarified the roles of Agency for Health Care Administration (AHCA) and the Agency for Persons with Disabilities (APD). In July 2025, the eligibility for the program was designated for individuals in specific areas, and as of October 1, 2025, it is now available to individuals statewide. In July 2026, Gormley noted that the legislation will also allow for individuals receiving the iBudget waiver to transition into the pilot and the legislation also instructs AHCA to include a person directed option under the pilot.

Herrera asked for clarification on who is handling the managed care project. Gormley advised that APD would be the Manager of the pre-enrollment (wait) list, but AHCA would oversee the pilot program since the expectations of the Medicaid programs have always been overseen by AHCA.

Herrera asked about the FCC Care Coordinators. She stated that she understood from Gormley's presentation that they would have a maximum individual caseload of 1:18 individuals and asked about the pay rate the care coordinators would receive and whether it was like a support coordinator. Gormley confirmed that the case load would be 1:18 and that all care coordinators are employees of ILS/FCC. She stated that the positions are salaried and are employed within the ILS/FCC salary scale, which also recognizes years of experience. Gormley advised that they are only authorized to use this current method for employing care coordinators based on the terms of their AHCA contract.

Herrera asked what the projections of the program and the expectations of the program. Herrera noted that currently the pilot addresses the waitlist, but it appears as if it is going to move towards anyone on the waiver. Gormley advised that she is unsure if individuals will want to move towards the pilot when available as some seem to be extremely happy with their current services under the iBudget. Gormley stated that what is important is that either plan should meet people's needs and offer them a way to get the services they need. Herrera made a comment about this being designed for individuals who are on the waitlist but does not see the logical reasoning as to why it needs to be opened to others who are already receiving services. Gormley advised that individuals should be given a choice.

Hagen asked about the final numbers listed within the presentation, Gormley advised that it is the waitlist amount and advised that it is a fluid number as it could change. Hagen asked about the other numbers within the presentation on the map and Gormley advised that the other numbers are the waitlist numbers by region.

Hagen asked how many people were signed up for the pilot program currently, Gormley advised there is currently 382 participants signed up.

Goldman asked if there would be a priority for those individuals that are currently on the waitlist to ensure that they are receiving services first. Gormley advised that there is currently no direction to that at all and the program would operate on a first come first serve basis.

The Power Point presentation and subsequent list of benefits Power Point presentation were sent by Gormely to Breen for distribution (see attached).

### **III. Council Updates/Report**

Breen provided an update on what FDDC staff are currently working on.

Breen stated she has been attending, as the representative from FDDC, the Florida Community Care's key stakeholder calls on a weekly basis. She reported that others in attendance are the CEOs from Arc Florida, Florida Association of Rehabilitation Facilities, Jim DeBeaugrine. She reported that FCC has standard agendas and provide weekly updates. The scheduled 1-hour stakeholder call allows for updates on enrollees, and the challenges FCC is facing; legislative intent and ideas on how to address them; and problems requiring solutions/input. Breen reported that the meetings are very informative and insightful. She stated that her role is on behalf of FDDC to share perspectives and lend a voice to issues and concerns.

Breen reported that an FDDC Task Force meeting had not been held since November 2024 because everyone was waiting to see if HB 1103 would pass. The bill contained a more prescribed process for

family care councils, more transparency requirements of APD, expansion of the pilot statewide and the inclusion of a Person Directed Option (PDO) as part of the pilot.

Breen reported that because FDDC is part of FCC's stakeholder discussions, we are also considered a key stakeholder with AHCA and are working closely with the Secretary, Shevaun Harris and her team to launch the statewide initiative.

Breen reported that on 7/18/2025 FDDC participated in a large in person stakeholder gathering hosted by Secretary Harris and her team at AHCA to receive input from APD, Florida Community Care and those who would be part of messaging and providing services to the I/DD population. The purpose was to obtain key information necessary to put into their messaging, outreach and process management for individuals to sign up for the pilot. Since that time FDDC has remained a key advisor to AHCA regarding our I/DD population reviewing materials before they are implemented.

Lastly, Breen reported that she had received a call recently from the President of ILS, David Rogers asking that we move ahead with a meeting with FDDC and Mathematica to review how we can implement the case management systems created for I/DD.

Herrera asked about parent or advocate representation. Breen advised that there was not, but what has been brought together has been the voice of the leaders of the organizations that represent the individuals and families. However, there has been a lot of discussion around holding a separate group involving advocates and families in the future. Kimberly Quinn (AHCA) advises that currently they have not included individuals and families, but it would come later in the process. Jim DeBeaugraine advised that he asked Gormley to include an advocate and a family member to the FCC stakeholder group.

#### **IV. Setting Priorities for 2025-2026**

Goldman advised making sure that advocates and families are involved in the processes and have a voice at the table. Susan Nipper (APD) advises that this is about options and making sure everyone is informed and welcomes the opportunity to have advocates and families involved.

Herrera feels that this current legislation is moving forward at a very fast pace and asked DeBeaugraine if there are some suggestions to safeguard what we currently have. DeBeaugraine advised that keeping advocates and families engaged and giving them a seat at the stakeholder groups to allow them to be involved in the discussion would be beneficial. DeBeaugraine reiterated that there are two important points the Task Force must consider: 1) We do not want the Florida legislature to shut down the iBudget waiver and move completely to Managed Care, and 2) we do not want the Legislature to drop its funding for the iBudget waiver but rather keep the iBudget from a practical standpoint so families have choice. DeBeaugraine confirmed that HB 1103 is giving an expanded role and a defined responsibility to the Family Care Councils, which can be a viable vehicle for keeping individuals and families aware of all the changes.

Goldman asked if APD does any type of consumer satisfaction surveys that could be provided regarding the iBudget. Nipper advised that CDC+ does, but the iBudget currently captures ratings for support coordinators only. She stated that it is something that should be considered. Goldman advised that it would be nice to provide data to the legislature.

Temple commented on whether FDDC could participate in getting AHCA's public comment opportunities distributed, stating that there was an entire month to provide comment, but no one knew about it. Quinn advised that there were a lot of comments received from individuals who were on iBudget.

Goldman asked if we should continue as a Task Force or expand it to something the Council would take over. Herrera believes having a small Task Force could meet more often but we must make sure to report to the full Council either monthly or whenever necessary.

Breen suggested using the Task Force as a vehicle for education to the full Council. Goldman stated there should be more consideration regarding the meetings and to meet more often.

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

Goldman asked attendees if there were any questions from the public. No public comment occurred.

The meeting was adjourned at 5:00 p.m.

## FDDC Draft Five-Year State Plan – Goals, Objectives, and Key Activities

2027 - 2031

### Priority Area: ACCESS TO SERVICES

**Goal 1:** By September 30, 2031, individuals with intellectual and developmental disabilities (I/DD) and their families will have increased knowledge of, and expanded access to, comprehensive and high-quality community resources, services, and supports across the lifespan.

**Objective 1.1:** By September 30, 2031, an Access to Services through Knowledge (ASK) web-based information and resource system will be established, utilized by family members state-wide, and result in increased access for individuals with I/DD and their families to services and supports aligned with their diverse needs across the lifespan.

**Key Activity 1.1.1:** Identify and update or develop an interactive Access to Services through Knowledge (ASK) web-based platform of key community resources and tools for families through state-of-the-art technology in a user-friendly and accessible format.

**Key Activity 1.1.2:** Plan and conduct online or onsite state-wide utilization training for family members, waiver support coordinators, case managers, service providers, and others deemed appropriate on the new online Access to Services through Knowledge (ASK) system.

**Key Activity 1.1.3:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address systems change efforts that improve access to services for individuals with I/DD and their families.

**Objective 1.2:** By September 30, 2031, individuals with I/DD will have increased access to trained and qualified service providers who are adequately compensated across Florida, especially in rural and underserved communities, resulting in quality services across home and community settings.

**Key Activity 1.2.1:** Develop and implement a direct support provider training program in high schools, Florida's technical colleges, state colleges, and/or other appropriate settings that includes strategies for targeted recruitment, certifications/credentialing, retention, and any other important factors identified through research.

**Key Activity 1.2.2:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address systems change efforts that improve the availability of qualified service providers and their delivery of quality services and supports across home and community settings.

**Objective 1.3:** By September 30, 2031, the provision of quality services for individuals with I/DD will be improved through increased access, availability, and use of evidence-based tools for assessing quality assurance that result in quality services and the level of care required to maintain a safe quality of life in the communities, environments, and settings where they are served.

**Key Activity 1.3.1:** Develop and implement capacity building activities designed to increase state-wide use of the Best Practices in Case Management tools (i.e., "Working with Case

Managers" Toolkit) by individuals with I/DD, families, case managers, supervisors, and program managers.

**Key Activity 1.3.2:** Develop and implement capacity building activities designed to increase state-wide use of the Measuring Service Quality tools (e.g., residential, "Finding the Right Residential Provider;" supported employment; and adult day training).

**Key Activity 1.3.3:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address systems change efforts that improve the delivery of quality services and supports across home and community settings.

#### **Priority Area: BEHAVIORAL HEALTH AND CHALLENGING BEHAVIORS**

**Goal 2:** By September 30, 2031, individuals with intellectual and developmental disabilities (I/DD) and co-occurring behavioral health needs, including challenging behaviors, and their families will have increased availability of services and supports to manage their behaviors and allow them to maintain a safe quality of life in home and community settings.

**Objective 2.1:** By September 30, 2031, individuals with I/DD and co-occurring behavioral health needs, including challenging behaviors, will have increased geographic access to, and availability of, trained behavioral health professionals and behavioral services across the lifespan that allow them to remain in their homes, schools, and communities.

**Key Activity 2.1.1:** Implement, expand, and evaluate competency-based training curriculum and internships for Board Certified Behavioral Analysts (BCBAs) and supervisory behavior therapists state-wide to identify and address unmet needs and ensure quality services through improved access to trained behavioral therapists in all Florida counties.

**Key Activity 2.1.2:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address systems change efforts that increase state-wide access to trained behavioral health professionals and quality behavioral services.

**Objective 2.2:** By September 30, 2031, increased use of effective practices for individuals with I/DD and co-occurring behavioral health needs, including challenging behaviors, will decrease unnecessary interventions and the number of these individuals placed in restrictive settings (i.e., hospitals, institutions, and inpatient programs).

**Key Activity 2.2.1:** Develop and implement capacity building and assessment activities designed to increase state-wide use of the Council's Dual Diagnosis Training and related resources by family members, agency employees, school personnel, social workers, and direct support providers and evaluate their impact on individuals with I/DD and co-occurring behavioral health needs, including challenging behaviors.

**Key Activity 2.2.2:** Develop and implement capacity building and assessment activities designed to increase state-wide use of the Council's First Responders Training and related resources by first responders, medical personnel, and mobile crisis units and evaluate their impact on individuals with I/DD and co-occurring behavioral health needs, including challenging behaviors.

**Key Activity 2.2.3:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address systems change efforts that decrease unnecessary interventions and the number of individuals with I/DD and co-occurring behavioral health needs, including challenging behaviors, being placed in restrictive settings.

**Priority Area: AGING FAMILIES**

**Goal 3:** By September 30, 2031, aging individuals with I/DD and their families will have increased availability of services and supports needed by an aging population that allows them to maintain quality lives in their communities.

**Objective 3.1:** By September 30, 2031, aging individuals with I/DD and their family members will have increased access to future planning resources and tools designed to improve attainment and delivery of services and supports that meet the needs of an aging population.

**Key Activity 3.1.1:** Identify and/or develop person-centered future planning tools for families to minimally address long-term care planning in the domains of housing; legal; identification of primary caregiver(s); financial, including insurance options; day-to-day care; medical management, including medication; transportation; and technology solutions.

**Key Activity 3.1.2:** Plan, conduct, and evaluate an educational retreat or conference for aging families with one strand for parents and one strand for siblings to provide information on future planning and toolkits.

**Key Activity 3.1.3:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address access and delivery of services and supports that meet the needs of aging individuals with I/DD and their families.

**Objective 3.2:** By September 30, 2031, aging individuals with I/DD and their families will have increased knowledge of innovative, enabling technology options and models for addressing housing needs that support them to live safely and independently in their communities.

**Key Activity 3.2.1:** Conduct an environmental scan and make recommendations for using innovative, enabling technology strategies (e.g., remote support, smart devices, mobile applications, communication systems, home sensors) to address the housing needs of aging individuals with I/DD and their families/caregivers in Florida.

**Key Activity 3.2.2:** Plan and conduct state-wide training for families/caregivers on innovative, enabling technology strategies to address the housing needs of aging individuals with I/DD and their families in Florida.

**Key Activity 3.2.3:** Develop and coordinate all facets of implementation and evaluation grounded in IRB-approved research for a minimum of three case study demonstration homes using assistive technology experts and innovative, enabling technology strategies that support aging individuals with I/DD and their families/caregivers to maintain life in their homes through technology.

**Key Activity 3.2.4:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address housing options that meet the needs of aging individuals with I/DD and their families.

## Priority Area: SELF-ADVOCACY LEADERSHIP

**Goal 4:** By September 30, 2031, the number of individuals with intellectual and developmental disabilities (I/DD) trained as leaders, providing leadership training for other individuals with I/DD, and engaged in cross-disability leadership roles and coalitions will be increased.

**Objective 4.1:** By September 30, 2031, the state self-advocacy organization will increase the number of leaders trained, providing leadership training, and engaged in cross-disability leadership roles and coalitions.

**Key Activity 4.1.1:** Provide support (e.g., resources, training) for up to 20 state self-advocacy organization leaders to build their capacity to deliver leadership training to other self-advocates.

**Key Activity 4.1.2:** Provide support for trained state self-advocacy organization leaders to deliver information and training to other self-advocates.

**Key Activity 4.1.3:** Provide support for increasing or expanding opportunities for participation of individuals with I/DD in cross-disability and leadership coalitions.

**Key Activity 4.1.4:** Develop an annual, end-of-year state self-advocacy organization report.

**Key Activity 4.1.5:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders that support the state self-advocacy organization.

**Objective 4.2:** By September 30, 2031, a minimum of 100 new Partners in Policymaking 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 and cross disability leadership coalitions.

**Key Activity 4.2.1:** Utilize Partners in Policymaking to educate individuals with intellectual and developmental disabilities (I/DD) and family members of individuals with I/DD on self-determination, disability systems, and public policy.

**Key Activity 4.2.2:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders that support Partners in Policymaking participants.

**Objective 4.3:** By September 30, 2031, a minimum of 100 dedicated Partners in Policymaking Alumni 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 and cross disability leadership coalitions.

**Key Activity 4.3.1:** Conduct needs assessment, follow-up educational activities (e.g., webinars, technical assistance), and evaluation with Partners in Policymaking Alumni to increase knowledge in areas of need, support advocacy actions, and assess post-program participation outcomes.

**Key Activity 4.3.2:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders that support Partners in Policymaking Alumni.

**Objective 4.4:** By September 30, 2031, a minimum of 20 individuals with cognitive disabilities, requiring supports based on moderate-to-severe functional levels, at a Grade 2 to 3 reading level or below will increase their knowledge and begin to participate in public advocacy activities and/or cross disability leadership coalitions.

**Key Activity 4.4.1:** Implement a Partners in Policymaking curriculum strand specifically for individuals with I/DD.

**Key Activity 4.4.2:** Develop and implement collaboration, dissemination, sustainability, monitoring, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders that support Partners in Policymaking curriculum strand participants.

**Priority Area: EMERGING/EMERGENCY NEEDS**

**Goal 5:** By September 30, 2031, community inclusion for individuals with intellectual and developmental disabilities (I/DD) will be maintained/improved through systemic changes and/or provision of essential services and supports at the state, regional, or local level.

**Objective 5.1:** By September 30, 2031, one (1) or more emerging/emergency needs of individuals with I/DD will have been addressed through one (1) or more systemic changes and/or provisions of essential services and supports at the state, regional, or local level.

**Key Activity 5.1.1:** Develop and implement collaboration, dissemination, sustainability, communication, new resources and/or updates to existing resources, and advocacy activities in conjunction with Florida's self-advocates, family members, and other key stakeholders to address needed changes to statutes, rules, policies, procedures, practices, and/or funding/staffing issues (e.g., activities supporting individuals with I/DD and their families during natural or manmade disasters) that improve outcomes for individuals with I/DD.

**Key Activity 5.1.2:** Develop and implement the provision of essential services and supports at the state, regional, or local level to maintain/improve safe community inclusion of individuals with I/DD during emerging or emergency situations (e.g., natural or manmade disasters).

## 2025 FULL COUNCIL MEMBER ROSTER

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

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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**  
Heather George  
Sarah Goldman  
Elly Hagen  
Dennis Hart  
Yolanda Herrera  
Danielle McGill  
Carla Mercer  
Kali Wilson

### **Executive Committee**

**Eddie Hall, Chair**  
**Staff, Valerie Breen**  
Enrique Escallon, Vice Chair  
Dennis Hart, Treasurer  
Sarah Goldman, At-Large (Elected)  
Elly Hagen, At-Large (Elected)  
Yolanda Herrera, At-Large (Appointed)  
Arizona Jenkins, At-Large (Appointed)

### **Public Policy Committee**

**Sarah Goldman, Chair**  
**Staff, Valerie Breen**  
Caitlyn Clibbon  
Enrique Escallon  
Elly Hagen  
Eddie Hall  
Yolanda Herrera  
Arizona Jenkins  
Danielle McGill  
Carla Mercer  
Lauren Modawell  
Kali Wilson

### **Finance Committee**

**Dennis Hart, Chair**  
**Staff, Monica Moye**  
Caitlyn Clibbon  
Enrique Escallon  
Andrea Gary  
Sarah Goldman  
Charlotte Temple  
Kali Wilson



Florida  
Developmental  
Disabilities  
Council, Inc.

## 2025 TASK FORCE MEMBERS

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

### Access to Services

**Elly Hagen, Chair**  
**Heather George, Co-Chair**  
**Staff, Chris Reeve**  
Denise Anderson  
Caitlyn Clibbon  
Elly Hagen  
Dennis Hart  
Carla Mercer  
Charlotte Temple  
Kali Wilson  
Victoria Zepp

### Resource Members

Siddiqua Alleyne  
Danny Armstrong  
Jordan Chastain

### Home & Community Based Services (HCBS)

**Kali Wilson, Chair**  
**Dennis Hart, Co-Chair**  
**Staff, Sue Kabot**  
Denise Anderson  
Tina Cordova  
Andrea Gary  
Arizona Jenkins  
Susan Nipper  
Jean Sherman

### Self-Advocacy Leadership

**Danielle McGill, Chair**  
**Sarah Goldman, Co-Chair**  
**Staff, Sue Kabot**  
Mirna Diaz  
Enrique Escallon  
Eddie Hall  
Yolanda Herrera  
Lauren Modawell

### Aging Caregivers

**Yolanda Herrera, Chair**  
**Carla Mercer, Co-Chair**  
**Staff, Chris Reeve**  
Ann Dalton/ Kimberly Quinn  
Elly Hagen  
Kira Houge  
Arizona Jenkins  
Danielle McGill  
Lauren Modawell  
Susan Nipper  
Michael Sayih  
Jean Sherman  
Victoria Zepp

### Resource Members

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

### Managed Care- AD HOC

**Sarah Goldman, Chair**  
**Staff, Valerie Breen**  
Caitlyn Clibbon  
Elly Hagen  
Dennis Hart  
Yolanda Herrera  
Susan Nipper  
Kimberly Quinn  
Charlotte Temple  
Victoria Zepp

### Resource Members

Kevin Johnson  
Laura Minutello

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

# 2026 Meeting Schedule & Locations

## FDDC Council Meeting

January 22-23, 2026

Florida Hotel & Conference Center  
Orlando, FL

## FDDC Council Meeting

May 21-22, 2026

Florida Hotel & Conference Center  
Orlando, FL

## FDDC Council Meeting

To Be Determined

Florida Hotel & Conference Center  
Orlando, FL

# Supplemental Materials

**Florida Developmental Disabilities Council, Inc.**

**FINANCE COMMITTEE MEETING  
THURSDAY, SEPTEMBER 11, 2025  
VIA ZOOM**

**Committee members present:** Dennis Hart (Treasurer); Peter Sleasman (designee for Caitlyn Clibbon); Enrique Escallon; Sarah Goldman; Charlotte Temple

**Committee members absent:** Andrea Gary, Kali Wilson

**Council members present:** Eddie Hall; Elly Hagen; Yolanda Herrera

**Staff present:** Valerie Breen, Monica Moye, Sue Kabot, Kristen Conlin, Chris Reeve

**Guests present:** Allison Harrell and Ben Moon (Thomas Howell Ferguson), Danielle Towery (James Moore and Co.)

Quorum was established and Hall called the meeting to order at 5:50 p.m.

**I. ITEMS ADOPTED BY COMMITTEE**

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

Action Taken: Escallon made a motion to adopt May 1, 2025, minutes as presented. Sleasman seconded. Motion passed unanimously.

**II. RECOMMENDATIONS FOR FULL COUNCIL VOTE**

- A. Recommend full Council adoption of the Budget to Actual and Profit and Loss statements for 10/1/2024-7/31/2025
- B. Recommend to full Council the adoption of the proposed fiscal year 2026 budget

**Key points being made during the discussion:**

**Budget to Actual and Profit and Loss Statements:** During the presentation and overview of the Financials, Escallon asked Allison Harrell, outsourced CFO about the bottom-line figures and how the financials will change. Harrell provided informational updates to include that there have been some adjustments made as we have moved through the fiscal year. Harrell also explained that some items will be further adjusted once we reach the fiscal year end close out process. Moye pointed out a specific line item allocated to Home and Community-Based where the percentage is high and explained that the total amount will have to be allocated across all three projects, which will be settled during fiscal year end reconciliation.

**Fiscal year 2026 Proposed Budget:** Escallon called for discussion related to the areas of the budget that reflected cuts and cost savings. Moye provided information specific to the budget line items that carried the most significant reductions to include wages, health insurance, and the programmatic reduction of the state plan goals and objectives line item.

**2024 Audit:** Harrell reported that the audit has been a bit challenging, due to not having an overlap in transition to understand processes and actions that were taken by the former CFO. Harrell shared that after communication with Law Redd (audit firm) the 2024 draft audit reports will be provided next week (week of September 15<sup>th</sup>). Escallon asked what the plans were for the next audit. Harrell recommended that FDDC partner with Law Redd for one more year (2025 audit year) due to the circumstances of transition and changes that have occurred. She recommended that best practice would be to bid out for auditing firms for the 2026 audit.

There was no public comment.

Hart adjourned the meeting at 6:24 p.m.

**Florida Developmental Disabilities Council, Inc.**

**EXECUTIVE COMMITTEE MINUTES**

**September 11, 2025**

**VIA ZOOM**

**Committee members present:** Eddie Hall Chair; Enrique Escallon; Sarah Goldman; Dennis Hart; Elly Hagen; Yolanda Herrera

**Committee members absent:** Arizona Jenkins

**Other council members present:** None

**Staff present:** Valerie Breen; Susan Kabot; Valerie Breen; Monica Moye; Chris Reeve, Kristen Conlin

**Guests present:** Danielle Towery, HR Consultant

Quorum was established. Hall called the meeting to order at 6:25 p.m.

**I. ITEMS ADOPTED BY COMMITTEE**

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

Action taken: Escallon made a motion to adopt July 22, 2025, and August 5, 2025, minutes as presented. Hart seconded. Motion passed unanimously.

**II. RECOMMENDATIONS FOR FULL COUNCIL VOTE**

A. Adopt the implementation of the Qualified Small Employer's Health Reimbursement Arrangement (QSEHRA) January 1, 2026.

Action Taken: Hart made the motion to move the QSEHRA plan to the full Council for adoption. Escallon seconded. Motion passed unanimously.

B. Adopt the Executive Director Performance Evaluation report.

Action Taken: Hagen made a motion to move the report as presented to the full Council for adoption. Hart seconded. Motion passed unanimously.

C. Adopt the renewal of the Executive Director annual employment agreement effective September 30, 2025, October 1, 2025- September 30, 2026 based on performance.

Action Taken: Hagen made a motion to move the recommendation of the annual renewal of the Executive Director based on the performance evaluation for adoption. Hart seconded. Motion passed unanimously.

D. Adopt the recommendations from the Bylaws Task Force to add the position of Secretary, to be elected and serve as an officer on the Executive Committee, eliminate one Chair

appointed position on the Executive Committee and add Florida Department of Children and Families as an additional agency to be appointed to the Council.

**Action Taken:** Escallon made a motion to move recommendations to the full Council. Hagen seconded. Motion passed unanimously.

**Key points being made during committee discussion:**

**QSEHRA:** Towery informed the committee that the cost of QSEHRA was added to the Finance Committee budget proposal.

**Executive Director Performance Evaluation:** Towery reported that the Executive Committee completed the evaluation, and the summary report was developed for committee and Council member review. Towery reported that she followed the process adopted by the Executive Committee for the performance evaluation of the Executive Director.

**Executive Director Annual Employment Agreement Renewal:** Towery reported that the employment agreement has an option for renewal every year up to two years post the original agreement. The annual employment agreement for the Executive Director was established in September 2023 with the Council attorney, Chair and Executive Committee with two annual options for renewal. The first renewal was executed effective October 1, 2024, with an amendment to compensation based on the performance evaluation. The second renewal with no amendment is recommended based on the performance evaluation for execution October 1, 2025, and will end September 30, 2026. Escallon recommended that best practice for engagement with Executive Directors be evaluated for 2027 with the Council attorney.

**Bylaw Task Force Recommendations:** Escallon reported that there were many considerations discussed by the Task Force that will need to be tabled at this time.

**E. Re-defining the role of the Public Policy Committee:** Sarah Goldman, Public Policy Committee Chair discussed her thoughts about changing the way the public policy committee focused its attention and work. She discussed focusing on a more streamlined message and legislative issues related to home-and community-services. Goldman presented considerations for more targeted messaging and monitoring on specific key issues that impact our population (i.e., consumer directed plus). She also stated that creating a message that would increase the number of stakeholders and supports for DD Day and awareness would be something that the Public Policy Committee would weigh in on and help facilitate outreach/engagement. Escallon and Hart reinforced that there may be other big issues that could impact our population, especially children, that should also not be ignored and that legislative briefings to be sent out during legislative sessions, are very helpful.

There was no public comment  
Hall adjourned the meeting at 7:04 p.m.

## Public Policy Committee Responsibilities

September 2025

Public Policy Committee:

**Sarah Goldman, Chair**

**Valerie Breen, Staff**

Caitlyn Clibbon

Enrique Escallon

Elly Hagen

Eddie Hall

Yolanda Herrera

Arizona Jenkins

Danielle McGill

Carla Mercer

Lauren Modawell

Kali Wilson

Bylaws Statement:

Public Policy Committee is responsible for monitoring the legislative process and approving any modifications to the Council's legislative positions and any additional legislative positions. In the absence of the Public Policy Committee, approval of Council legislative positions may be authorized by two or more of the following: Council Chair, Public Policy Committee Chair, and/or Executive Director.

Tasks of the Public Policy Committee:

- Meet bi-monthly (every 2 months) throughout the year
- Meet biweekly (every 2 weeks) during legislative session
- Review/approve legislative platform
- Review/approve any resource materials and briefs developed to support the legislative platform
- Review any emerging legislative issues throughout session that impact the legislative platform.
- Assist in coordination of legislative visits on DD Day (if needed)

## Florida Developmental Disabilities Council

	CDC+	Participant Directed Option (PDO) in ICMC program
General Description	<p>This option provides a set budget to the consumer who can purchase any iBudget service except for traditional residential habilitation services. Consumers enrolled in the CDC+ program manage all their HCBS waiver services through the program with the exception of CDC+ Consultant services. CDC+ Consultant services remain as an iBudget waiver service and are not included in the consumers CDC+ monthly budget. The consumer can choose to hire and supervise employees or engage vendors, including traditional DD service providers. The consumer negotiates salary/rates. The consumer (or representative) generally assumes greater responsibility and will likely assume a greater administrative workload than with the PDO option. All services are delivered through the CDC+ program although the consumer can opt out of CDC+ and back into the regular iBudget program. Representatives can be designated to assist individuals who need assistance managing employees and vendors and fulfilling administrative responsibilities.</p>	<p>Offers a limited subset of 5 covered services that must be authorized in the plan of care. Other HCBS services delivered by providers in the health plan's network. The consumer is the employer of record and selects and oversees employees but not vendors. Employees are paid at rates established by the health plan. Services are provided as prescribed by the support plan which case managers can change within certain parameters. The consumer (or representative) is only responsible for managing employees hired to provide PDO services and will likely assume less of an administrative workload than with CDC+. Representatives can be designated to assist individuals who need assistance managing employees and fulfilling administrative responsibilities.</p>
Eligibility	Enrolled in iBudget and live in their own or the family home	Enrolled in the ICMC program; Has a PDO eligible service on their plan of care; live in own or family home.
Enrollment requirements	Participate in orientation/training; complete program registration and affirmation of training; select support coordinator who is also CDC+ consultant; sign required agreements; complete and pass readiness review with a score of at least 85%	No special training required; registration facilitated by case manager; case manager completes a pre-enrollment screening to assess the participant's willingness and ability to perform required responsibilities.
Services covered	All services available through the iBudget waiver except for traditional residential habilitation with additional ancillary purchases such as advertising (for identifying job candidates) and gym memberships included.	A subset of HCBS services: Adult Companion, Attendant Care, Homemaker, Intermittent and Skilled Nursing, and Personal Care. Other HCBS services are provided through the health plan.

Budget establishment	The purchasing plan is developed by the CDC+ consultant from the Support Plan. The purchasing plan along with documentation on employees and vendors are submitted to APD for approval	The consumer does not manage a budget. Services are delivered pursuant to an approved support plan.
Reduction to approved cost plan	The budget is set at 92% of the approved cost plan. Once the budget is established, a 4% administrative fee, up to a maximum of \$160 per month, is subtracted from the budget.	Not applicable.
Flexibility in choosing service providers	Consumer (or representative) can utilize employees or vendors to deliver services. Employees can include family, friends, neighbors, etc. as long as they pass the criminal background check and meet licensure and certification requirements where applicable (e.g. RN or LPN license). Providers do not have to be certified to provide services in the iBudget program.	Consumer (or representative) hires employees that can include family, friends, neighbors, etc. that do not have to be a provider in the health plan's network. Employees must meet certain basic qualifications and pass the criminal history check.
Flexibility in choosing services/goods to purchase	Consumer can choose the mix of services/goods to purchase including amounts. The flexibility includes the ability to 'save' toward one-time purchases and to move funds from one service/good to another within the overall budget.	PDO services are established in the consumer's support plan. Support plans can be updated by the case manager with input from the individual and, when applicable, family or guardian.
Additional flexibility	Consumer has the ability to establish the rate paid for services.	PDO employees are paid at rates established by the health plan.

Consumer responsibility	<p>The consumer, with assistance from their representative if applicable, is expected to take an active role in managing their budget and the employees and vendors that they hire to deliver their services. This includes hiring, training, and overseeing employees and vendors; handling administrative tasks such as maintaining timesheets and invoices; initiating changes to approved purchasing plans; activating emergency backup plans if necessary; attending initial and ongoing training; and ensuring compliance with Corrective Action Plans when applicable.</p>	<p>The consumer, with assistance from their representative if applicable, are expected to be directly involved in managing their employees. This includes hiring, training, and overseeing employees; handling associated administrative tasks such as approving and submitting timesheets, and initiating emergency backup plans when necessary.</p>
Support provided to consumers	<p>Support coordinators qualified to be CDC+ consultants help the consumer develop the support/purchasing plan and provides technical assistance in obtaining access to services. APD provides a fiscal intermediary that processes payroll, pays vendors, etc.; pays applicable payroll and other taxes; and sends W-2's or 1099 statements to employees and independent vendors.</p>	<p>Case managers provide technical assistance and help with identifying suitable employees if needed. The health plan provides a fiscal agent that processes payrolls, withholds taxes, etc.</p>
Limitations	<p>Consumer constrained by budget which can only be adjusted after going through a significant review and approval process by APD. Purchasing plans, including choice of providers, must be approved by APD as well as any subsequent adjustments. Consumer must utilize 92% of services designated as "restricted" (services provided by a licensed/certified provider).</p>	<p>Services are delivered pursuant to a service plan. The case manager has flexibility to make adjustments to service/cost plans.</p>