



September 17-18, 2026
Council Meeting

Florida Hotel & Conference Center Orlando

1500 Sand Lake Rd, Orlando, FL 32809

OUR MISSION

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

For more information or questions, contact
Kristen Conlin, kristenc@fddc.org or 850-488-4180

1

**State Plan
Committee**

2

**Public Policy
Committee**

3

**Executive
Committee**

4

**Finance
Committee**

5

Full Council

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

COUNCIL MEETING SCHEDULE

Thursday September 17 & Friday September 18, 2026

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

COMMITTEE MEETING SCHEDULE

Thursday September 17th

9:00 a.m.-9:45 a.m.	State Plan Committee	<i>Jean Sherman, Chair</i>
9:45 a.m.-10:30 a.m.	Public Policy Committee	<i>Sarah Goldman, Chair</i>
10:30 a.m.-10:45 a.m.	Break	
10:45 a.m.-11:15 a.m.	Executive Committee	<i>Eddie Hall, Chair Jim DeBeaugrine</i>

1ST DAY FULL COUNCIL MEETING SCHEDULE

11:15 a.m.	Call to Order/Roll Call	<i>Eddie Hall, Chair</i>
11:20 a.m.	Approval of the September 17-18 Agenda**	<i>Eddie Hall, Chair</i>
11:25 a.m.	Approval of the May 21-22 Minutes**	<i>Eddie Hall, Chair</i>
11:25 a.m.-11:55	Executive Director Report	<i>Jim DeBeaugrine</i>
11:45 a.m.-12:25 p.m.	Chair/Vice Chair Report	<i>Eddie Hall Jean Sherman</i>
12:25 p.m.-1:00 p.m.	Working Lunch Appreciation Presentation	<i>Jim DeBeaugrine</i>
1:00 p.m.-2:30 p.m.	Identifying Public Policy Issues for 2027	<i>Sarah Goldman Jim DeBeaugrine</i>
2:30 p.m.-4:00 p.m.	Elections	
4:00 p.m.	Public Comment	
4:00 p.m.	Adjournment	<i>Dinner on Your Own</i>

2ND DAY FULL COUNCIL MEETING SCHEDULE

8:30 a.m.	Call to Order/Roll Call	<i>Eddie Hall, Chair</i>
8:30 a.m.-9:30 a.m.	Increasing Council Member Engagement	<i>Jim DeBeaugrine</i>
9:30 a.m.-10:30 a.m.	Standing Committee Updates <i>Outcomes & Recommendations</i>	
	State Plan**	<i>Jean Sherman, Chair</i>
	Public Policy**	<i>Sarah Goldman, Chair</i>
	Finance and Budget Approval**	<i>Carla Mercer, Chair</i>
	Executive**	<i>Eddie Hall, Chair</i>
10:30 a.m.-11:00 a.m.	Break: Hotel Check Out	
11:00 a.m.-12:15 a.m.	Working Lunch: State & Sister Agency Reports <i>Agency for Persons with Disabilities</i> <i>Agency for Health Care Administration</i> <i>Department of Elder Affairs</i> <i>Department of Education: Vocational Rehabilitation</i> <i>Department of Education-BEES</i> <i>Department of Health, Children's Medical Services</i> <i>University of Miami-Mailman Center</i> <i>University of South Florida-Florida Center for Inclusive Communities</i> <i>Disability Rights Florida</i>	<i>Eddie Hall, Chair</i>
12:15 p.m.	Public Comment	<i>Eddie Hall, Chair</i>
12:15 p.m.	Meeting Adjourned	<i>Eddie Hall, Chair</i>
	Mark Your Calendar Next Council Meeting January 28-29, 2027 DD Awareness Day March 16-17, 2027	<i>Florida Hotel</i> <i>Tallahassee</i>

Florida Developmental Disabilities Council, Inc.

**STATE PLAN COMMITTEE MEETING
AGENDA**

SEPTEMBER 17, 2026

OUR MISSION

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

9:00 a.m.	Call to Order and Roll Call	<i>Dr. Jean Sherman, Chair</i>
9:05 a.m.	Approval of the Agenda**	<i>Dr. Jean Sherman, Chair</i>
9:10 a.m.	Approval of Minutes** (A) <i>Draft Minutes from 05/21/26**</i> (B) <i>Draft Minutes from 07/30/26**</i>	<i>Dr. Jean Sherman, Chair</i>
9:15 a.m.-9:35 a.m.	Updates on IFP and Bids (A) <i>Access to Services: Mathematica</i> (B) <i>First Responder Training-University of Florida-JAX</i> (C) <i>Future Planning Toolkit-Cancelled</i> (D) <i>Housing Technology-TBD</i>	
9:35 a.m.-9:45 a.m.	Updates on Continuing Projects (A) <i>Best Practices in Case Management and Measuring Service Quality: Mathematica</i> (B) <i>Researching Provider Solutions: In house</i> (C) <i>Addressing the Behavior Therapist Shortage: UF</i> (D) <i>Dual Diagnosis Training: NADD</i> (E) <i>PIP and PIP Alumni: Stacey Hoaglund</i> (F) <i>Fellows: OMS</i> (G) <i>AGEDD: In house</i> (H) <i>Alternate PIP Curriculum: In house</i>	
9:45 a.m.	Public Comment/Meeting Adjourned	<i>Dr. Jean Sherman, Chair</i>

**** Requires vote**

Florida Developmental Disabilities Council, Inc.

STATE PLAN COMMITTEE MEETING

Minutes

Thursday, May 21, 2026

9:00 am-11:00 am

OUR MISSION

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

Call to Order and Roll Call

Dr. Jean Sherman, Chair

Jean Sherman, State Plan Committee Chair, called the meeting to order.

Sue Kabot took roll call of the State Plan Committee members. In attendance were: Jean Sherman, Chair; Tina Cordova, Vice Chair; Sarah Goldman; Elly Hagen; Yolanda Herrera; Danielle McGill (Zoom); Carla Mercer

Absent members included: Kali Wilson; Dennis Hart (resignation from the Council)

Other Council members in attendance included: Denise Anderson, Michael Sayih, Enrique Escallon, Susan Nipper, Anna Simmons, Jennifer Zarcone, Lauren Modawell, Arizona Jenkins, Eddie Hall, Charlotte Temple, Victoria Zepp (Zoom), Cherie Hall

Staff in attendance included: Susan Kabot, Kristen Conlin, Jamie Mayersohn, Merle Barrett, Monica Moye, Chris Reeve, Jennifer Chung

Public in attendance: Linda Modawell

Adoption of the Agenda**

The State Plan Committee was asked to review the proposed agenda for the May 21, 2026 meeting with the change that Susan Kabot made to remove the procurement timeline as an action item requiring approval. Tina Cordova made the motion and Carla Mercer seconded it. All approved.

Approval of Minutes**

(A) Minutes from January 22, 2026

The minutes from the January 22, 2026 State Plan meeting were presented for approval. The State Plan committee were given a few minutes to look over the minutes. Sarah Goldman made a motion to approve them and Carla Mercer seconded the motion. All on the Committee approved the minutes.

Presentation of the Programmatic Budget Narrative for State Plan, Year 1 (2026-27)**

Susan Kabot presented the programmatic budget narrative for the 2026–2027 year. This budget will be submitted to the Administration for Community Living with the 5-Year State Plan by August 15, 2026. The budget by goal with cross-cutting activity funding is as follows:

Goal 1	Access to Services	\$600,000 + \$92,875
Goal 2	Behavioral Health	\$675,000 + \$92,875
Goal 3	Aging Families	\$400,000 + \$92,875
Goal 4	Self-Advocacy Leadership	\$370,000 + \$92,875
Goal 5	Emergency Preparedness	\$0
Total		\$2045,000 + \$371,500 = \$2416,500

There was extensive discussion regarding the activities that fell under each of the Goals and the amounts of funds attached to each of them.

Elly Hagen made a motion to approve the programmatic budget narrative as presented and Tina Cordova made the second. All were in favor.

The meeting went over the allotted time and the CPA firm for the Council was on Zoom, so the State Plan meeting was paused at 10:21 am to allow the Finance Committee meeting to hear from the accounting firm.

The State Plan Committee returned to consider the request to purchase a Learning Management System at 10:33 am.

Presentation of the Request to Purchase a Learning Management System**

Chris Reeve presented information on the request to approve funds to purchase a Learning Management System (LMS). She explained that including all of our training materials on a single site that we control will allow us to disseminate materials more readily as well as sustain their availability over time. Three bids were received (Talent LMS, Articulate + Reach, and Absorb. Chris suggested that the lowest bid received would meet the needs of the Council. The bid was from Talent LMS and the annual cost was \$5,174.00. Tina Cordova made a motion to approve the purchase of the Talent LMS learning management system and Carla Mercer seconded it. All were in favor.

Presentation of the Procurement Timeline for State Plan Year 1 (2026-27)

Susan Kabot shared that the Council staff will be prepared to have contracts in place for all key activities by the October 1 start of the new fiscal year. There will be one IFP and three bids that will be released in June and July. All other contracts are continuation contracts.

Public Comment

Jean Sherman asked for public comment. There was none so the meeting was adjourned at 10:41 am.

Florida Developmental Disabilities Council, Inc.
State Plan Committee Meeting Minutes
Thursday, July 30, 2026
Zoom Meeting
4:00 p.m. – 5:00 p.m. EDT

Members Present: Jean Sherman, Ed.D., R.N.; Sarah Goldman; Carla Mercer; Kali Wilson; Yolanda Herrera

Members Absent: Christina Cordova, Elly Hagen, Danielle McGill

Staff Present: Christine Reeve, Ph.D., BCBA-D; Program Director, Jennifer Chung, Ph.D., LMFT

Members of the Public: Sheila Gritz-Swift, Consultant to the Florida Developmental Disabilities Council, Inc.

The meeting was called to order by Dr. Jean Sherman, Chair of the State Plan Committee, at 4:04 p.m. Roll call was taken with members introducing themselves and quorum was established.

Invitation for Proposals (IFPs) Selection

Dr. Sherman provided a brief overview of the purpose of this meeting and turned the meeting over to Dr. Reeve.

Dr. Reeve discussed the Risk Assessment process, reviewing the Risk Assessment Talking Points QA that was sent to members on July 29.

Dr. Reeve reminded members of the Cone of Silence, noting that the Cone of Silence would remain in place until the winner was notified on August 11, 2026.

Dr. Reeve clarified specifically what members would be voting on today regarding whether the highest scored/top proposal should be funded based upon the Scoring and Risk Assessment Evaluation and IFP Summary Report sent to members on July 29. The Scoring and Risk Assessment Evaluation was reviewed in detail. The IFP Summary Report was highlighted with examples of comments shared.

As the State Plan Committee Chair's feedback was unavailable until July 30, an "Addendum to the IFP Summary Report" was shared and each "additional concern" was reviewed.

Approval of IFP 2026-AS-9400

Yolanda Herrera made a motion to approve the highest scored/top proposal received from Mathematica. Sarah Goldman seconded the motion. Four of the five members present voted in favor; Kali Wilson abstained.

Discussion

Discussion included a question about how the web-based platform differed from other existing platforms. It was clarified that the proposed ASK web-based platform will help family members determine what they might need by taking the family member on a journey based on their request (e.g., avatars of family stories, mind maps, explainers, hints and tips, case studies) and will assist them with informed decision-making/choice-making. A question was asked regarding family members' ability to search the web-based platform by their area of the state. Dr. Reeve noted that information will be tagged by content. It was shared that plans have already been considered internally for ongoing sustainability and the Council will have to make further decisions regarding funding for the web-based platform over the life of the 5-Year State Plan.

Members also inquired about whether the Full Council would be provided with information on the process and outcomes at the September Council meeting, as well as whether the State Plan Committee would be involved in the selection of bids. Members were assured that information would be provided at the September Council meeting and informed that the State Plan Committee would not have a role in bid selection. Members were encouraged to visit the Funding section of the Council's website for more information on what bids had been released and the status of their processes.

Public Comments

In closing, the Council's consultant suggested that if members wanted to view samples of the content that will be used to populate the web-based platform, they can go to the Council's website, Funding, Invitations for Proposals, and pull up the 2026-AS-9400 Access to Services through Knowledge (ASK) Web-based Platform IFP. In the actual IFP, there are samples included in the appendix.

Meeting Adjourned

Dr. Sherman adjourned the meeting at 5:02 p.m.

Summary of Activity for the Accessing Services Through Knowledge Task Force

Date: 8/6/26

The following summary was developed in lieu of holding a Task Force meeting in August. The projects providers have continued to progress in a similar fashion, and there were many competing meetings being held in the same time period. In addition, Diane Beaver presented to the Council on the progress being made at the May Council meeting.

If you would like to see an overview of the types of materials being developed, go to the IFP proposal here: www.fddc.org/wp-content/uploads/2026/06/IFP-2026-AS-9400.pdf and scroll down to Appendix A in the PDF. This includes the sitemaps as well as examples of the different types of content modules that will eventually be integrated into the web platform.

Since the last update, both the Research Team (NADD) and the Translating Research Into Knowledge Team (Mathematica) continue to collaborate to create and evaluate the content that will be integrated into the ASK Web Platform that will be built in the 2026-2027 grant year.

NADD has been focused on quality assurance user testing through interviews and focus groups. During this testing they have been working on evaluating the user experience in using the type of platform that will be developed next year based on the content that Mathematica has completed. Feedback they have received thus far indicates that,

»The platform is poised to serve as a high_value centralized resource that aligns with caregivers' real_world needs. Participants consistently viewed the platform as relevant, approachable, and trustworthy. At the same time, the input received highlighted key opportunities to strengthen navigation, clarify action pathways, and increase content specificity to ensure the platform can effectively support decision making— particularly in high_need or time_sensitive situations.

To assist NADD with the user testing, Mathematica shared more than 40 Word documents organized into subtopics that could be matched to reviewers' areas of expertise and lived experience. This allowed NADD to tailor review assignments to the most relevant experts, caregivers, family members, and professionals.

In addition, Mathematica has submitted drafts of 9 site maps, that will provide the structure of the web platform, 5 avatar case studies, and 51 content modules that will make up the content of the web platform. Three additional avatars and 1 explainer content module are still under development. In this fourth quarter of the grant, Mathematica is working on revisions to the content for the platform based on the previous user testing and

input from the Content Advisory Committee. These elements will serve as the content that users of the web platform will navigate through.

Summary of Activity for the Accessing Services Through Knowledge Task Force

Date: 3/24/26

The following summary was developed in lieu of holding a Task Force meeting in March. The projects providers have continued to progress in a similar fashion, and there were many competing meetings being held in the same time period.

Since our last meeting December 9, 2025, both the Research Team (NADD) and the Translating Research into Knowledge Team (Mathematica) have been working together to create more content for the ASK webtool and complete user testing of the different materials.

As of 3/12/26, NADD has completed user testing of the components in the web-based tool with 8 participants. They had 21 participants register interest in participating. Overall, the responses have been positive. Participants appreciate the simple design that doesn't overwhelm with too much information. They also liked the illustrations instead of photos for the avatars. The participants viewed a static webpage format of the materials, and they indicated preferences for the tool to have robust filtering options for search results (e.g., the ability to narrow results to specific locations, age, etc.).

Mathematica has been collaborating with NADD to provide materials for user testing and incorporating feedback from the Content Advisory Meetings. Since the last Task Force meeting, Mathematica has continued to revise the 9 site maps that provide the framework for the web tool. They also have added content modules including 5 new explainers (Voluntary Pre-K, Private Early Intervention Options, Paying for Childcare, Inclusive Postsecondary Education Programs, Early Head Start and Head Start), an Early Intervention Florida State and Medicaid Program Mind Map, and a College for Students with IDD Decision Aid.

User testing and Content Advisory Group feedback have both emphasized the need for the ASK tool to be robust in its facility to search and easily find needed information. Feedback from both groups have highlighted the need for the tool to go beyond a static set of website pages to include interactive components such as video, drop down selection menus, search options, and potentially a chat bot that is able to find information specific to the needs of the user. As we complete much of the content for the tool this year, activities in the next 5-Year Plan are expected to integrate the information into a tool with the ability to deliver information to the user in a way that is user-friendly and specific to their needs.



**Home- and Community-Based Services
Task Force Meeting, July 9, 2026 3:30 to 5:00 pm**

Zoom link: <https://fdde.zoom.us/j/86744303994>
Passcode 676608

Agenda

3:30 pm **Call to Order** *Kali Wilson, Chair*

Roll Call and Introductions *Kali Wilson, Chair*

Members *Kali Wilson
Denise Anderson
Tina Cordova
Arizona Jenkins
Susan Nipper
Jean Sherman*

Staff *Sue Kabot-Best Practices in Case Management, Measuring Service
Quality, Researching Provider Solutions
Chris Reeve-Addressing the Behavior Therapist Shortage and Dual
Diagnosis Training
Jennifer Chung-First Responder Training—new Bid*

The meeting was called to order by Sue Kabot as Kali Wilson was not in attendance. Roll call was taken. In attendance were Denise Anderson, Tina Cordova, Susan Nipper, and Jean Sherman. Arizona Jenkins came to the meeting after roll call was taken. Staff in attendance were Jennifer Chung, Chris Reeve, and Sue Kabot. Quorum was met.

3:35 pm ****Approval of the July 9, 2026 Agenda** *Kali Wilson, Chair*

The agenda for the July 9 meeting was approved with no changes. Denise Anderson made the motion to approve and Susan Nipper seconded it.

3:40 pm ****Approval of March 26, 2026 Minutes** *Kali Wilson, Chair*

The draft minutes for the March 26, 2026 meeting were approved. Tina Cordova made the motion to approve and Jean Sherman seconded the motion.

3:45 pm **Project Review** *Sue Kabot, Chris*

Reeve, Jennifer Chung

Best Practices in Case Management

Sue Kabot

Researching Provider Solutions

Sue Kabot

Measuring Service Quality

Sue Kabot

Addressing the Behavior Therapist Shortage

Chris Reeve

Dual Diagnosis Training

Chris Reeve

First Responder Training

Jennifer Chung

Staff presented the status of the projects falling under this goal. The Best Practices in Case Management and Measuring Service Quality are on target to complete their activities as designed in the current 5-Year State Plan. All elements of the Case Management activity are now on the FDDC website. The Measuring Service Quality materials are on the website for the residential tool and the adult day training tool. The video training for the employment services tool is not yet complete, but will be submitted in the fourth quarter deliverable.

There was a robust discussion regarding Researching Provider Solutions due to the complexity of the problem and the multiple ways that might contribute to the solution of the problem. The group discussed working through support coordinators to reach the DSPs that are working in family homes who do not receive as much training and supervision as DSPs working in agencies with programs like group homes and adult day training programs. Susan Nipper shared that APD and its regional offices do have a list of providers who employ DSPs and agencies that employ support coordinators. She and Chris shared a staffing model that they had the opportunity to learn about on a recent visit to Kansas called the Front/Back model that has helped that agency eliminate the staffing problems that plague other agencies. DSPs work a 36 hour week over three days and have four days off. They can also pick up an extra shift so filling in for absent staff is much easier and the substitute are consistent and known to the other staff and clients.

Chris spoke about the Behavior Therapist Shortage project and the dissemination efforts that would take place this summer. The University of Florida (UF) staff will be presenting elements of the training at the summer CARD conference held at UF. They have also been exploring ways to implement the training in community settings like ABA clinics and group homes. She also shared information about the two models that NADD is piloting this year. The peer support program for families of individuals with dual diagnosis is proceeding and peer mentors have been trained and are working with their assigned families. The IISP integrated service planning model has had challenges getting off the ground, but that may be indicative as to why it is so difficult to get agencies to work together and for families to navigate the system. Four families have been identified and the assessment process is beginning.

Jennifer updated on the Training First Responders project. Although FAU stopped implementing their contract after the second deliverable of the year, reconciliation of the expenditures is ongoing. It is expected that this will be resolved in the next couple of weeks.

4:30 pm 2027-31 State Plan Update

Sue Kabot

Sue updated the group on the state plan. It will be ready for submission by August 15. Sheila Gritz-Swift has shifted her work to support the program staff who have never developed an IFP for the Council before. She will resume that work after the procurements are all developed and responses are evaluated. An update on all procurements was provided. Access to Services IFP was due at 4:00 during the meeting. Four potential respondents asked 54 questions so it is expected that there will be submissions. The Training First Responders submissions are due July 16. Future Planning questions are due July 10, and Housing Technology was posted July 14.

Sue also discussed that the assignments of the Task Forces will change due to the fact that activities falling under goals are changing. Best Practices in Case Management, Measuring Service Quality, and Researching Provider Solutions will now fall under Goal 1, Access to Services. Goal 2 will be the Behavioral Health goal and include Behavior Therapist Shortage, Dual Diagnosis, and Training First Responders.

The group was told about the Executive Committee meeting that was scheduled for July 15 at 5:30 and encouraged to attend. The next Council meeting is September 17-18 at the Florida Hotel and Conference Center.

4:45 pm Public Input

Kali Wilson, Chair

There was no public input.

4:50 pm Adjournment

Kali Wilson, Chair

The meeting was adjourned.



Home- and Community-Based Services
Task Force Meeting, March 26, 2026 3:30 to 5:00 pm
Zoom link: <https://fddc.zoom.us/j/81174798001>
Passcode 353753

Agenda

3:30 pm	Call to Order	<i>Sue Kabot, Staff</i>
	Roll Call and Introductions	<i>Sue Kabot Staff</i>
Members	<i>Kali Wilson</i> <i>Dennis Hart</i> <i>Denise Anderson</i> <i>Tina Cordova</i> <i>Arizona Jenkins</i> <i>Susan Nipper</i> <i>Jean Sherman</i>	
Staff	<i>Sue Kabot-Best Practices in Case Management, Measuring Service Quality, Researching Provider Solutions</i> <i>Chris Reeve-Addressing the Behavior Therapist Shortage and Dual Diagnosis Training</i> <i>Jennifer Chung-First Responder Training</i>	

The meeting was called to order at 3:35 pm by Sue Kabot because neither Kali Wilson nor Dennis Hart were in attendance. In attendance were Denise Anderson, Tina Cordova, Arizona Jenkins, Susan Nipper, and Jean Sherman. Quorum was achieved. Charlotte Temple, Council member, was also in attendance. Staff in attendance were Sue Kabot, Chris Reeve, and Jennifer Chung.

3:35 pm	**Approval of the March 26, 2026 Agenda	<i>Sue Kabot, Staff</i>
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Tina Cordova made a motion to approve the March 26, 2026 meeting agenda. Jean Sherman seconded it. There were no additions to the agenda.

3:40 pm	**Approval of August 18, 2025 Minutes	<i>Sue Kabot, Staff</i>
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There was no quorum for the November 19, 2025 meeting so approval for August 18, 2025 meeting minutes were presented for approval. Jean Sherman made a motion to approve the

August 18, 2026 meeting minutes and Tina Cordova approved them. There were no corrections to the meeting minutes.

3:45 pm Project Review

*Sue Kabot, Chris
Reeve, Jennifer Chung*

Best Practices in Case Management
Researching Provider Solutions
Measuring Service Quality
Addressing the Behavior Therapist Shortage
Dual Diagnosis Training
First Responder Training

Sue Kabot
Sue Kabot
Sue Kabot
Chris Reeve
Chris Reeve
Jennifer Chung

Sue Kabot presented an update on the Best Practices in Case Management activity. The tool for case managers to self-assess and the tool for their supervisors to use for quality improvement are about to be finalized. She explained that the FDDC website is being reorganized so that documents and tools are easier for self-advocates and family members to access. All of the Best Practices in Case Management and Measuring Service Quality will be housed in the updated website. Jean Sherman was supportive of the tools being made available by the time of the Aging Summit. The group also felt it was important that the case management tools be framed as helping case managers to do their jobs well.

The Measuring Service Quality project was also updated. The group was asked to provide feedback on the content and presentation of the training videos that are going to be filmed in April for both the Adult Day Training and Employment Services tools. The group felt it was important that the point is made about the video presenting a limited sample of actual programs/services and that individuals with I/DD and families should keep that in mind when they are visiting or interviewing providers of those services for their family member. Goodwill was suggested as an employment services site to present. The group also felt that it was important to provide context and definitions of adult day training and employment services because individuals with I/DD and family members might not be familiar with these terms and what they can expect from their services. The emphasis should be on choosing the “best fit” program.

Another point that was made regarding program/service choice was to consider specialized services that the individual may need. The medical and behavioral areas are two areas of support that may be critical to an individual being able to access that service provider’s program. It was also suggested that family members ask about whether their individual can do a visit or a trial period of attendance.

Sue then updated the group on the Researching Provider Solutions project. Mathematica has completed their environmental scan and some preliminary results were shared about four types of training programs for DSPs. They have received IRB approval to conduct interviews

with representatives of each of these four types of programs to get more in-depth information to identify models that may be relevant to the Florida environment. Jean Sherman shared that it is also important to remember that many DSPs are not working in agency programs and are employed in family homes with little agency training and supervision. Susan Nipper confirmed that an obstacle in Florida is that agencies are not reimbursed for administrative time for DSPs but only actual service provision to I/DD individuals.

Chris Reeve described the status of the University of Florida behavior therapist project and shared the use of the curriculum modules in behavior analyst programs and in behavioral clinic settings. The aim now is to adapt these modules to other more natural settings like schools, homes, day programs and group homes. The Task Force made the point that the issue is how to provide these services to adults as opposed to the emphasis on young children.

Chris also described the two projects that NADD is implementing this year. The first is a pilot peer mentor program where a parent with a member with I/DD and co-occurring mental health issues goes through peer mentor training and is paired with a family facing the same challenges to provide support to them. The second project is the Individual Service Planning Initiative. This is also a pilot project to serve several individuals with very complex mental health/behavioral health needs in addition to their developmental disability. Conversations are ongoing with University of Florida and University of Miami who are both working with their behavioral health hospitals already to provide training and support around these complex individuals. The goal is for a multi-agency group representing appropriate disciplines work together to meet the needs of this type of individual.

Jennifer Chung shared information regarding the Training First Responders needing to be put on pause because FAU could not complete their contractual obligations. It is planned that this work will be rebid for the first year of the next state plan. A letter went out to all advisory committee members for that project following the Task Force meeting. It was also emphasized that although there are other trainings available for law enforcement officers, that this training includes all I/DDs and that there is a train-the-trainer component.

There was no public comment.

The next meeting is scheduled for July 9, 2026 at 3:30 pm.

The meeting was adjourned at 5:05.

4:30 pm Public Input

Kali Wilson, Chair

4:35 pm Adjournment

Kali Wilson, Chair



Self-Advocacy Leadership Task Force Meeting

Agenda

August 13, 2026

4:30-6:00 pm

Zoom link: <https://fddc.zoom.us/j/82192078181>

Meeting ID: 821 9207 8181

Passcode: 595126

13052241968

Call to Order

The Self-Advocacy Leadership Task Force meeting was called to order by Sarah Goldman, Co Chair, at 4:38 pm.

Roll Call and Introductions

Danielle McGill, Chair

Sarah Goldman, Co-Chair

Eddie Hall

Lauren Modawell

Yolanda Herrera

Staff: Susan Kabot

Jennifer Chung

Sue Kabot took roll call. In attendance were Sarah Goldman, Eddie Hall, Lauren Modawell, and Yolanda Herrera as Council members. Sue Kabot and Jennifer Chung were in attendance as Council staff. Danielle McGill, Council member, was absent. A member of the public, Amy Newlast, joined the meeting after it was in progress.

Approval of the August 13, 2026 agenda **

The August 13, 2026 meeting agenda was shared. Yolanda made a motion to accept the agenda that was seconded by Lauren Modawell. There were no changes made to the agenda. All in attendance approved the agenda.

Approval of March 24, 2026, Task Force Meeting Minutes **

The March 24, 2026 draft meeting minutes were shared. Eddie made a motion to approve the minutes and Yolanda seconded it. There were no corrections or additions made to the minutes and they were unanimously approved.

Project Progress Updates

Sue Kabot then gave an update on the Fellows Leadership Program. Applications for new Fellows are being accepted until August 15, 2026. Kelli and Tina report that they have four strong applicants and two who are a little less strong. Jamie Mayersohn recently did another social media push to recruit additional candidates. The Fellows were active at Family Café. They had an exhibit at the conference and made a presentation about self-advocacy and their program. The day before Family Café, the Fellows conducted a Route to Self-Determination training, which was well received. To increase this training, the curriculum will be transferred to the FDDC's new Learning Management System and RBOA will work with the Fellows program to improve their website to drive more people to it.

Jennifer presented a PowerPoint slide deck that provided information about the Partners in Policymaking program and its alumni. She shared statistics regarding Partners activity during DD Day. Data on Partners alumni during DD Day is not kept, but ways to do so were discussed and Jamie Mayersohn will be approached about doing so. Information about the new PIP class was shared. There are an increasing number of self-advocates who are also parents of children with disabilities who will be attending the 2026-27 program. All Family Care Council areas will be represented and there is a higher involvement of rural participants than have been in the past.

How can we support Florida SAND and the Fellows to increase participation?

A robust discussion ensued regarding increasing participation and support to Florida SAND and the Fellows. One suggestion was to send the FDDC's PIP Alumni distribution list the flyers about the Abilify calls. Another thought was to access the Family Café mailing list through either Kim Countryman or Jim DeBeaugrine. It was also shared that collaboration with other Self-Advocate programs may make them all stronger. Project SALT, a former FDDC project, was mentioned and information was shared that they are replicating SALT in other states. Sarah's leadership training program was also discussed as a possible pipeline and the group agreed that we must be more intentional in these strengthening efforts. An easy activity to implement would be for PIP participants to attend a FL SAND meeting as a program homework activity. This will be discussed with Stacey.

Questions, Discussion, and Next Meeting

Task Force members were reminded about the September 17-18 Council meeting in Orlando.

Public Input

Amy Newlast joined the meeting about half way through. She shared concerns about the treatment of individuals with mental health issues and Baker Acting in Florida. She was reminded that Sue Kabot had emailed her and suggested she contact DRF. Sarah took Amy's email and was going to share possible contacts in the Tampa area.

Adjournment

Sarah Goldman adjourned the meeting at 5:35 pm.



Self-Advocacy Leadership Task Force Meeting

Agenda

March 24, 2026

4:30-6:00 pm

Zoom link: <https://fddc.zoom.us/j/86956855589>

- Meeting ID: 869 5685 5589
- Passcode: 052361

4:30 pm Call to Order

Danielle McGill, Chair

Sarah Goldman called the meeting to order at 4:35 pm. Sue Kabot called the roll. Present were Sarah Goldman, Enrique Escallon, Eddie Hall, Lauren Modawell, and Yolanda Herrera. Danielle McGill arrived a few minutes late and assumed responsibility for leading the rest of the meeting. Mirna Diaz was not present. Staff who were present included Jennifer Chung; Sue Kabot; and Christine Reeve, who arrived late.

4:35 pm Approval of the March 24, 2026 agenda **

Danielle McGill, Chair

Enrique Escallon made a motion to approve the March 24, 2026 agenda, and Sarah Goldman seconded the motion. There were no objections.

Approval of December 1, 2025, Task Force Meeting Minutes ** Danielle McGill, Chair

Enrique Escallon made a motion to approve the minutes from the December 1, 2025 Task Force meeting. Lauren Modawell seconded the motion. There were no objections.

4:45 pm Project Progress Updates

*Sue Kabot, Staff
Danielle McGill, Chair*

Jennifer Chung presented an update on Partners in Policymaking. The most recent class graduated shortly after DD Awareness Day. Since that time, several Partners from this class have continued their advocacy work. One Partner is working with NAMI to support families with members who have both a developmental disability and mental health disorder. One Partner was the focus of a story in the Sun Sentinel regarding Blue Cross insurance not being in network for the public hospitals in Broward County forcing children to be seen outside the county. The story was followed with an editorial by the Sun Sentinel editorial board. Jennifer also shared that recruitment for the next PIP class is ongoing and that

the dates will shift for the next class and run from October through March because the legislative session is a late session this coming year.

The PIP Alumni will be meeting at Family Café as we have secured a room to meet on Saturday evening from 6-8 pm. The next alumni meeting will host Wendy West whose topic will be

Sue Kabot shared information about the Fellows program with a short history of Florida SAND and the Council's moved from direct support to Florida SAND to support through the Fellows program. She shared some of their training activities for other self-advocates as well as the low participation for the Route to Self-Determination Train-the-Trainer curriculum housed on the Florida SAND website. She shared that the Council's marketing group will be meeting with the Fellows program providers to see how visits to their website can be increased. The Council is also purchasing a Learning Management System to house training curriculums that have been developed through Council projects and will house the Route curriculum there when it is purchased.

Sue also shared the monthly calls that the Fellows hold for self-advocates and discussed the three topics held during this latest deliverable period. She will share the information on how to sign up for the calls as it is a great opportunity to hear and learn from the Fellows and other self-advocates. Fellows lead the calls so you can see them implementing the leadership skills they are learning.

Chris Reeve shared information about the PIP alternate curriculum. She shared that the work for this project has been completed. In addition to the six PIP sessions, there are four extra materials and videos that narrate the curriculum for those who learn better when they hear the material or are nonreaders.

A number of recommendations came out of this meeting and they are listed here:

1. A suggestion was made that we should consider advocating at the local level—not just at the state level.
2. It was shared that because there will be elections in November, members of the Florida legislature that we educated this year may not be in office next year. It is important to begin the education process and it does not have to wait for DD Day. Legislators can be visited in their home districts before session starts.
3. A suggestion was made to add PIP graduates to the Public Policy committee—especially as this class has been so successful following PIP graduation. Standing committees traditionally don't have resource members, but this idea will be explored.
4. Another idea shared was to use Fellows alumni as peer support. In some ways this is being done by now maintaining some Fellows for three years. However, there are strong Fellows alumni such as Eddie, Arizona, Amanda, and Laura Lee who might share their successes post Fellows. Another thought was to have them join with the PIP alumni.
5. It was also shared that it might be possible to re-energize PIP chapters that are no longer active or find an area that a new group could be developed.

6. Project SALT, which was a FDDC sponsored activity, is still ongoing at University of Miami and the Council hasn't done anything about having them join in our other self-advocacy groups. It was suggested that including them in FDDC projects might be useful.

5:30 pm Questions, Discussion, and Next Meeting

Danielle McGill, Chair

The script for the meeting noticed the next FDDC Council meeting was May; however, it was shared that there would be an April 22, 2026 meeting. Elections for Vice Chair, Treasurer, and At large member will be held then. A Survey Monkey survey will be sent out to plan the next meeting, which will be in July.

5:35 pm Public Input

Danielle McGill, Chair

There was no public input.

5:40 pm Adjournment

Danielle McGill, Chair

Danielle Mc Gill adjourned the meeting at 5:45.

Summary of Activity for the Aging Caregiver Task Force Date:

Date: 8/6/26

The following summary was developed in lieu of holding a Task Force meeting in July 2026. Many Task Force members attended the AGEDD Summit and actively participated with their Communities of Practice and gained a deeper understanding of the aging network and its role in supporting families. A presentation was delivered at the upcoming Florida Developmental Disabilities Council meeting in May 21, 2026 to provide an overview of the Summit and highlight key takeaways for the full Council.

Summary of the AGEDD Summit

From April 20–22, 2026, the Aging Caregiver and I/DD Cross-Systems Initiative (AGEDD) Summit convened in Kissimmee, Florida, bringing together state, national, and community leaders, along with the Council’s Aging Task Force members, to strengthen systems of support for aging caregivers and their adult children with intellectual and developmental disabilities (I/DD). Hosted by the Florida Developmental Disabilities Council and Margaret Lynn Duggar & Associates, the Summit focused on innovation, collaboration, sustainability, and advocacy across the aging and disability networks.

Participants included self-advocates, family caregivers, service providers, community organizations, state agencies, and federal partners committed to improving outcomes for individuals with I/DD and their families. The Summit marked a significant milestone in the FDDC’s multi-year initiative that began more than six years ago to better align aging and disability systems in support of families, particularly aging parents caring for adult children with disabilities.

Over the past four and a half years, Communities of Practice across Florida met virtually to strengthen relationships, identify service gaps, and advance cross-system collaboration. The 2026 Summit provided many participants with an in-person opportunity to reconvene after years of virtual engagement, while others reunited to continue long-standing partnerships.

A major highlight of the Summit was the participation of newly appointed Administration on Disabilities Commissioner, Dr. Rebecca Hines, who addressed attendees during the Opening Session. She urged attendees to “look for the natural connections within your community.” She shared her vision for the future of the Administration on Disabilities under the Administration for Community Living (ACL), emphasizing collaboration, inclusion, and cross-system partnerships.

David Jones, Director of Intellectual and Developmental Disability at ACL, also participated throughout the Summit, engaging in discussions on systems coordination, sustainability planning, and the continuation of this work beyond the current federal funding period. He highlighted the Caregiver AI Prize Competition as a national initiative supporting innovative, ethical AI solutions to reduce caregiver burden and strengthen the direct care workforce. The competition offers up to \$2.5 million in prize funding across two tracks focused on caregiver support tools and workforce support innovation.

Directing the Bridging the Aging and Disability Networks (BADN) project for the National Association of Councils on Developmental Disabilities, Serena Lowe shared examples of what other state DD Councils are doing to bring together these two networks. There were several examples that have promise for implementation in Florida.

The Summit also welcomed Bob Asztalos, newly appointed Director of the Florida Agency for Persons with Disabilities (APD), who engaged with participants in discussions on the services available for individuals with developmental disabilities. Throughout the Summit, Communities of Practice from across Florida shared powerful examples of how collaboration between Aging and I/DD providers are creating meaningful change for caregivers and individuals with I/DD while offering cross training opportunities to staff in both networks. As one phase of the AGEDD initiative concludes, participants also focused on sustaining momentum and strengthening partnerships moving forward. The event served both as a celebration of accomplishments and a recommitment to continued system transformation.

The 2026 AGEDD Summit reinforced the power of connection and collaboration in addressing the complex needs of aging caregivers and individuals with I/DD. The Summit brought forward renewed energy, strengthened partnerships, and a shared commitment to support individuals with developmental disabilities and their aging caregivers across aging and disability networks throughout Florida.

Summary.of.the.Bridging.the.Aging.and.Disability.Networks.(BADN).Technical.Assistance

As part of technical assistance funds provided by the BADN project, Sue Kabot, Chris Reeve, and Anna Cleveland (from APD) were able to visit Kansas and Tennessee, two states who have been leaders in implementing technology to increase independence for individuals with I/DD and their caregivers. This topic was considered a priority since the upcoming 5-year state plan includes projects focused on using technology for aging individuals with I/DD and aging caregivers.

Sue, Chris and Anna completed a 2-day visit to Kansas City, KS and Kansas City, MO in June 2026. They spent a full day with GoodLife Innovations. GoodLife is a service provider that supports individuals with I/DD and seniors in Neighborhood Networks that integrate the use of technology to support independence. Sue, Chris and Anna had the opportunity to meet with a wide variety of staff including Professional Neighbors who staff the communities, managers of the Neighborhood Network, and Dr. Mike Strouse, the CEO and other leaders. They also toured the fabrication unit that outfits all the equipment and the 24-hour remote support site that monitors the cameras for the communities. They learned about solutions GoodLife has developed to address workforce shortages and visited a Neighborhood Network site, including a tour of a resident's apartment.

Within the Neighborhood Network, GoodLife uses a combination of iLink cameras in public areas of the home, sensors, mobile phone apps, and voice-activated speakers (e.g., Alexa) to help individuals with I/DD and seniors to live semi-independently with a combination of remote and on-site support. The cameras are monitored 24 hours a day at a central office and onsite, and the professionals monitoring the cameras can contact the resident directly through the voice-activated speakers. In addition, either the residents or the monitors can use the voice-activated speakers to contact on-site staff (i.e., Professional Neighbors).

During the visit, a resident gave the group a tour of her apartment. She demonstrated the use of the voice-activated speaker and demonstrated safety features. One example was using the stove. She turned on the stove and walked away from the kitchen. A sensor in the ceiling above the stove let the monitors know that she had walked away while leaving the stove on. They then called her on the voice-activated speaker to remind her to turn off the stove. When she didn't respond, they were able to turn off the stove remotely.

Similar sensors are used to monitor residents leaving their homes at unexpected times, a resident who may get out of bed in the middle of the night and not return, and similar situations in which the individual might require assistance. Using this technology, the residents live in an inclusive apartment community (no more than 6% of the residents in the neighborhood have disabilities) but still receive the support they need.

On the second day in Kansas, the team visited the Life Course Nexus Training and Technical Assistance Center at the University of Missouri Institute for Human Development UCEDD. During this visit, they received a full review of how The Charting the LifeCourse Framework was developed and is used to guide person-centered planning for all ages. The LifeCourse team was very generous with their time in sharing how they develop the different elements of the framework. They demonstrated how it can be applied across the life span for a wide variety of life stages, including transitions for aging populations.

June 17 and 18, 2026, Sue Kabot and Anna Cleveland traveled to Nashville. Nashville was chosen because Tennessee is a leading state in the Evolution of Enabling Technologies to Support Individuals with I/DD. They have created a Technology First policy that transcends aging and disability waiver programs. Their Enabling Technology Program is available to any person already enrolled in 1915(c) waivers, Employment and Community First (ECF) CHOICES, or CHOICES long-term services and supports program. Tennessee has a State Enabling Technologies Protocol and specific State Enabling Technology Training Requirements. They have developed streamlined educational programming on enabling technology including the Enabling Technology Fundamental Training in the Relias Learning Management System and the Enabling Technology Orientation Training, both of which are available to all HCBS service providers and stakeholders. They also have a centralized portal that connects individuals with disabilities and their families to tools available to increase their capabilities. This program, Tennessee Tech Connect, is a collaborative program between Pathfinder and the Tennessee Department of Disability and Aging (DDA). In addition, they have developed initiatives to help providers plan for methods to adopt technology solutions before providing more staffing and to keep individuals in their homes. They have developed the following initiatives for their state to provide a robust network of providers of enabling technology.

- [Technology First Accreditation Project](#)
- [My Tech for All Technology Training](#)
- [Technology First Education & Certification Scholarships for Service Coordinators](#)
- **MAPs** is a program that helps people with intellectual and developmental disabilities on a path to learn skills to help them work, live independently, learn about their neighborhoods, and find hobbies that interest them. MAPs helps people with intellectual and developmental disabilities:
 - Get around the community more independently
 - Create networks with people, places and activities in their community
 - Get a job and grow professionally
 - Use enabling technology to increase independence in all areas of their life

During the first day of the visit, Sue and Anna visited Carebridge, which provides a value-based add-on service to managed care companies. Carebridge operates a 24-hour call center and members can contact the center anytime they are not getting their needs met. They complete an in-depth assessment on each individual. They can respond to issues like medication management, equipment procurement, access to medical care (virtual is the first approach), transition of care, coordination across medical and HCBS services, and coordination with existing providers. They break down the patient care into three phases: pre-engagement, engagement, and ongoing touchpoints. They also have another plan that

provides behavioral health services in addition to the plan that provides foundational medical support.

Another program they provide is staffed by occupational and physical therapists who see the individual with an “independence lens.” They plan support to individuals through adaptations provided to improve independent functioning.

Sue and Anna also visited MillarRich, an agency providing direct services to individuals with I/DD. They are a certified technology provider for the State’s Division on Developmental Disabilities. They provide support to children and adults with I/DD who are being served in foster care, as well as other community and residential services through the waiver and MAPs programs. They were able to learn about how the technology services are provided to individuals. An interesting element that MillarRich includes is a partnership with Best Buy, who installs all of the technology for them. They are also now beginning to provide the equipment, which had previously been provided through Amazon.

At MillarRich, they saw a driving simulator; however, it was not operational at that time. MillarRich was in the process of moving their technology to a second site that would be opening in another part of their geographic area.

MillarRich also had a farm program, and the food grown was used in a catering operation that they had on-site. A barn structure was available for corporate and individual events and catering was done there.

On the second day, they visited the Division on Developmental Disabilities, which is part of the Office for Aging and Disability Services. During this visit, they met with Jordan Allen, Deputy Commissioner, Department of Aging & Disability Services; Jeremy Norwood-Paul, Director, Division of Program Innovation; Milton Neuenschwander, State Director of Enabling Technology, Division of Program Innovation; Alex Gaughan, director of Program Alignment; and Jason “Jay” Camperlino, Youth Transition Director – MAPs, Division of Program Innovation.

These conversations were helpful to learn how the state has implemented a system of using technology first as a way to help individuals with I/DD live more independently. They shared how they developed their technology programs and have a dedicated division to developing technological innovations. Anna had the chance to ask questions about how they fund the technology and how it fits into their waiver system.

Anna and Sue also visited Progress-Inc. a service provider offering supported living, respite services, family model residential services (a residential program for people with I/DD who choose to live in a home other than their family of origin), and employment programs. Progress Inc. also has two Project SEARCH program sites in Middle Tennessee. And they

implement the Ticket to Work and the MAPs program that was discussed in the previous meeting. Progress Inc. shared some of their unique systems. These included a gift shop run by residents that takes in donations of partly used craft materials and repurposes them to sell, how they use the MAPs system to plan community participation, and how they implement the TechnologyFirst program.

The group returned from these two visits with a multitude of ideas of how to implement some of the strategies into the upcoming state plan projects for aging. It was helpful to have Anna from APD on the visits as she works on the policy side of APD and can help to determine how these innovations could be implemented in Florida. More information about what was learned on these visits will be shared with the Task Force in the new grant year and will inform our projects on the environmental scans for aging and technology and the demonstration houses project, both outlined in the next 5-year plan.



Florida Developmental Disabilities Council

**Aging Caregivers Task Force Meeting Minutes
March 18, 2026, 3:00-4:30 pm
Zoom Meeting**

Council Members Present: Yolanda Herrera, Carla Mercer, Lauren Modawell, Susan Nipper, Jean Sherman, Victoria Zepp

Absent Council Members: Ann Dalton, Kimberly Quinn, Elly Hagen, Kira Houge, Arizona Jenkins, Danielle McGill, Michael Sayih

Resource Members Present: Damian P. Gregory, Mary Jo McKay

Resource Members Absent: Darrell Drummond, Dèan Gregory-Stewart

Guests: Heather George

Staff Present: Sue Kabot, Jennifer Chung, Chris Reeve

Yolanda Herra called the meeting to order at 3:05pm.

I. Adopt the Agenda

Action Taken: The Chair asked Jennifer to share the agenda on the screen for the meeting. Damian P. Gregory made a motion to approve the agenda. Carla Mercer seconded the motion. No additions or corrections were requested. All members present approved. The agenda was approved at 3:10pm.

II. Approve the Minutes

Action Taken: The Chair asked Jennifer to share the minutes on the screen from the last meeting, December 3, 2025. After a few moments allowing review of the minutes, Lauren Modawell made a motion to approve the minutes. Carla Mercer seconded the

motion. No additions or corrections were requested. All members present voted to approve of the minutes. The minutes were approved at 3:12pm.

III. Review of the Projects

A. AGEDD Project: Jennifer Chung and Sue Kabot presented the date for the 2026 AGEDD Summit to be held on *April 20-22nd, at the Embassy Suites in Lake Buena Vista South, 4955 Kings Highway, Kissimmee, FL.* Major goal is to plan for and encourage aging agencies and IDD agencies to continue working together locally with information exchanges from COPs.

- Currently 69 registrations confirmed, including 9 task force members, 5 FDDC staff, and 36 Communities of Practice (COP) participants.
- Federal representatives attending include Dr. Rebecca Hines (Commissioner, on Disabilities), David Jones (Director, Office of Intellectual and Developmental Disabilities), and Dr. Serena Lowe (Director, National Bridging Aging and Disabilities Network).
- Special presentations include Chocolate Spectrum with Valerie Hertzwitz and magician Cody Clark who has autism.
- Implementation plans will be developed during the summit to help COPs create sustainable goals and continue collaborative work.
- FDDC plans to facilitate quarterly meetings with COPs post-summit, similar to the Partners in Policymaking alumni model.

B. Project of National Significance – Chris Reeve presented on Using Project of National Significance technical assistance funds to visit states using enabling technology most robustly. The upcoming technical assistance visits planned for summer 2026 to Tennessee and Kansas to study enabling technology implementations (i.e. Model homes, technology, CareBridge) with Chris, Sue, and Ana Cleveland from Agency for Persons with Disabilities. Tennessee has invested significantly in enabling technology with robust infrastructure for training, certification, and implementation

- Tennessee has invested significantly in enabling technology with robust infrastructure for training, certification, and implementation. During the visit the team will visit Tennessee model homes demonstrating how technology increases independence.
- In Kansas, the team will meet with company doing model homes with neighborhood network support system and will discuss

integrated care model with University of Kansas faculty on using technology for individuals with serious behavioral health challenges.

Action Taken: (if any)

IV. Questions/Answers

Jennifer Chung asked, “Would anyone like to plan for the Task Force Meeting?” Yes, Task Force agreed to Wednesday, July 15, 2026, at 3:00pm.

Jean Sherman suggested creating online repository of COP work for newer groups to reference. Chris Reeve mentioned BADN program website showing state accomplishments as potential model. Jean’s suggestion to create centralized place for Florida CoPs is being considered.

A balanced COP representation remains a priority, and Jean Sherman raised important questions about ensuring that both the aging and IDD agencies are adequately included. Each COP must have at least one representative from aging and one from developmental disabilities. Jennifer Chung will review the aggregate data and discuss balanced participation with Margaret Lynn Duggar and Associates (MLDA). Some original members have retired or are no longer able to attend, Jean Sherman wanted to ensure that their replacements may not have prior COP experience, received institutional knowledge.

Jean Sherman expressed disappointment about DoEA absence; noted importance of agency-level support. She hopes strong provider participation will eventually trigger DoEA involvement; suggested sending them summit compendium.

Damian raised critical issues about disconnect between aging and disability services at the information and referral level. Victoria Zepp offered to take issue with Senator Harrell and ask for update on liaison for individuals aging with disabilities.

Jean Sherman emphasized that the challenges are tied to a larger structural issue within the statewide information and referral systems. She noted that the online platform used by both aging and I/DD agencies is cumbersome and was originally built around aging-agency referrals, making it a poor fit for disability-related resources. Funding has repeatedly been cited as the barrier to updating or replacing the system. In response, Victoria Zepp, who works as a network engineer and whose company handles a

significant portion of IT work for state agencies, offered to look into the system to better understand its limitations and potential solutions.

The group discussed the importance of proactive planning for aging caregivers and individuals with disabilities, emphasizing that preparation must begin long before a crisis occurs. Yolanda Herrera noted that one of the biggest hurdles is the declining health of aging caregivers, who often seek help only when their own well-being has significantly deteriorated. Jean Sherman reinforced that future planning should start early, especially since emerging technologies will initially benefit only a small portion of families. Drawing on a practical analogy, Yolanda compared this process to making a shopping list while still healthy by identifying what will be needed as circumstances change and suggested creating an accessible booklet or fill-in-the-blank guide to support preventive planning. Yolanda stressed the need to reach families who are unfamiliar with advocacy systems and may not know what steps to take, sharing that many parents of children with disabilities focus on immediate needs rather than long-term planning. She emphasized that early information and education can lead to healthier futures by helping families understand what to expect and how to prepare.

V. Public Comment/Meeting Adjourned

- Heather George from FCIC heard about the AGEDD Summit and came to the task force meeting to learn more. She noted that FCIC doesn't have specific project(s) or person around aging caregivers. Heather will discuss with FCIC co-director about potential involvement with aging caregiver work.

Yolanda Herrera, Chair, adjourned the meeting at 4:10pm.

Florida Developmental Disabilities Council

Aging Caregivers Task Force and SAT Meeting Minutes

December 3, 2025, 4:00-5:30 pm

Zoom Meeting

Members Present: Yolanda Herrera, Carla Mercer, Lauren Modawell, Jean Sherman, Victoria Zepp

Members Absent: Ann Dalton, Kimberly Quinn, Elly Hagen, Kira Houge, Arizona Jenkins, Danielle McGill, Susan Nipper, Michael Sayih

Resource Members Present: None

Resource Members Absent: Darrell Drummond, Damian P. Gregory, Dèan Gregory-Stewart, Mary Jo McKay

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

The meeting was called to order by the Co-Chair, Carla Mercer, at 4:07pm.

The Co-Chair asked Jennifer Chung to take roll call. Roll call was taken at 4:08pm.

I. Adopt the Agenda:

Lauren Modawell made a motion to approve the agenda. Yolando Herrera seconded the motion. No additions or corrections were requested. All members present approved.

The agenda was approved at 4:09pm.

II. Approve the Minutes:

The Co-Chair asked Jennifer to share the minutes on the screen from the last meeting, July 24, 2025. After a few moments allowing review of the minutes, Jean Sherman made a motion to approve the minutes. Lauren Modawell seconded the motion. All members present voted to approve of the minutes. The minutes were approved at 4:11pm.

III. Review of Projects

A. AGEDD Project

Sue Kabot, Jennifer Chung

Jennifer and Sue presented the date for the 2026 AGEDD Summit to be held on April 20-22nd, at the Embassy Suites in Lake Buena Vista South, 4955 Kings Highway, Kissimmee, FL. The RSVP link will be sent out by Margret Lynn Dugger and Associates to register for the event. Jennifer will also forward the RSVP to the Task Force. All hotel reservations will be made by Margret Lynn Dugger and Associate. The below is the AGEDD Summit Agenda:

- | | | |
|-----------------------------|-----------|-----------------|
| • Monday, April 20, 2026 | Check In | 4:00PM - 6:00PM |
| | Reception | 6:00PM |
| • Tuesday, April 21, 2026 | Summit | 8:00AM – 5:00PM |
| | Dinner | 6:00PM – 8:00PM |
| • Wednesday, April 22, 2026 | Summit | 8:00AM – 1:00PM |

Tentative speakers discussed included:

- Serene Lowe – from Bridging Aging & Disability Network Initiative, for the National Association of Councils on Developmental Disabilities. Serena will discuss what's been done in 14 states. She will share the projects that have been developed and implemented – Jean Sherman said she would be interested in hearing more about these projects. Chris Reeve said that she will be discussing the projects further in her presentation on Project of National Significance.
- David Jones – from ACL

Possible topics for breakout sessions might be:

- Transportation
- Meal Model
- Community Participation
- Policy or Systems Change Discussion

Jennifer presented the Agency Referral Form that was created with feedback from all the CoPs to utilize between the I/DD and Aging communities.

The committee discussed the Promising Practices from each community of practice (CoP). Jean Sherman suggested providing Leon County with the list of all the Family Care Council to increase enrollment in the training. She also indicated that we should provide a list of the Family Care Councils at the AGEDD Summit for people to become familiar with them. Jean Sherman commented that the Summit needs to have representation from the Aging CoP members. Yolanda Herrera commented that it can be challenging to determine where the information is coming from with parents and caregivers.

B. Project of National Significance - BADN

Chris Reeve

Chris Reeve presented on the Project of National Significance – Bridging and Aging Disability Network (BADN) by highlighting the work that has been done in 14 states using the following link: [Bridging and Aging Disability Network – NACDD](#). Jennifer Chung suggested asking Serena Lowe if we could have any of the final products to display at the AGEDD Summit.

IV. Questions / Answers

Carla Mercer, Co-Chair

At 4:39 pm Carla Mercer asked if there were any people present from the public. Jennifer indicated that there were no members of the public so there was no public comment.

V. Adjournment

Carla Mercer, Co-Chair

Carla Mercer adjourned the meeting at 4:40pm.

STATE PLAN

Fiscal Year 2026 (October 1, 2025 – September 30, 2026)

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

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

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

Goal 1: Access to Services				
Project	Provider	Funding Period	Funding Allocation	Project Description
Access to Services Through Knowledge (ASK)	The National Association for the Dually Diagnosed (NADD)	September 2025 – September 2026	\$100,000	In Year 4 of the ASK project, the provider will be working with the ASK: Translating Research Project provider to design strategies for user testing of the site maps and content module materials for the online platform. The two providers will develop a formative user testing research design to evaluate the materials and incorporate in-person and virtual interview and focus groups to gather feedback about the specific elements. In addition, the provider will establish a Content Advisory committee to provide input into the design of the products as well.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The provider is collaborating with the ASK-Translating Research provider to develop protocols for user testing of the material for the online referral tool. They re-established the Content Advisory Committee membership and held their first meeting in November and scheduled dates for 5-6 meetings through the year. The project submitted a draft of the protocols for user testing to the ASK-Translating Research provider and FDDC for feedback. And they expect to start recruiting participants in January.

Tri-Annual Period (dates)	Update Information
January 2026- May 2026	The provider completed user testing in collaboration with the ASK-Translating Research provider. They finalized the systems and materials for user testing, recruited participants, and received their feedback. They used a combination of individual interviews and focus groups to help determine what resonates with families and caregivers. Their focus in this round of user testing was on the organization and style of the material. They determined what materials need more revision to be clear, easy to use, and what created a strong user experience for them. The results will be shared in their next deliverable. They also held 2 Content Advisory Committee with 3 parents, one of whom was an early intervention professional. They shared the plan for user testing in the first meeting and the emerging outcomes from the testing during the second meeting. The committee members asked to participate in user testing and expressed that they are excited to see all the content as a web platform in the future.
June 2026- September 2026	The provider has been focused on quality assurance user testing through interviews and focus groups. During this testing, they have been working on evaluating the user experience in using the type of platform that will be developed next year based on the content that Mathematica has completed. Feedback they have received thus far indicates that, “The platform is poised to serve as a high-value, centralized resource that aligns with caregivers’ real-world needs.” They will be completing this testing in late September, and the overall feedback will be integrated with the ASK web platform once it is developed in the coming year.

Goal 1: Access to Services				
Project	Provider	Funding Period	Funding Allocation	Project Description
Access to Services through Knowledge: Translating Research into Application	Mathematica	September 2025-September 2026	\$ 149,906	In Year 3 of Phase 2 of the Access to Services through Knowledge (ASK): Translating Research into Application project, the Contractor will continue to develop the beginning structure for a web-based service directory for families of individuals with I/DD. Using the research from the ASK: Research provider from previous years, and the user testing completed this year, the Contractor will develop and integrate personas (i.e., avatars) and/or journey maps (i.e., roadmaps) with a variety of assets including: sitemaps, content modules and additional user tools for each age group and domain within the lifespan that include scenarios, stories, and embedded links to resources. They will work with the ASK: Research provider to develop and implement a quality assurance user testing strategy and collaborate to make modification to the sitemaps, content modules and additional user tools based on the user feedback.

Tri-Annual Period (dates)	Update Information
October 2025-January 2026	The provider has been working with the ASK Research provider to develop the protocols for user testing of developed elements of the ASK online tool. They met with the Content Advisory Committee and reviewed the activities for the year, including key questions for user testing. As part of the first deliverable in November, they have added the following modules to the Early Intervention domain: decision aid, Child Find explainer, Early Learning Coalitions explainer, Early Steps explainer, Early Steps to Pre-K roadmap, and a Using Early Intervention Services case study. They added an iBudget Waiver explainer to the health insurance / medical domain and a Personal Care Services explainer to Services and Supports. They are also creating mockups of the website for the ASK Research provider to use during user testing.

Tri-Annual Period (dates)	Update Information
January 2026- May 2026	Since the last reporting, the provider has continued to revise the 9 site maps that provide the framework for the web tool. They also added content modules including 5 new explainers (Voluntary Pre-K, Private Early Intervention Options, Paying for Childcare, Inclusive Postsecondary Education Programs, Head Start and Early Head Start), an Early Intervention Florida State and Medicaid Program Mind Map, and a College for Students with IDD Decision Aid. The team participated in 2 Content Advisory Committee meetings held with the ASK – Research team. They received feedback from the committee on the Young Adult Modules. This feedback included comments on the ways to explore the developed materials (e.g., landing page, topic page, case study story, life stage page). The Content Advisory Committee suggested reframing the Age 18 checklist as a preparatory checklist to be completed prior to age 18 and perhaps splitting it into 2 time frames. They recommended creating a <i>prepare for 18</i> pathway story and a <i>post-high school / vocational</i> pathway story. During the second meeting, the committee emphasized the need for including financial planning information for families throughout the lifespan, rather than waiting until the teen years.
June 2026- September 2026	The provider has submitted drafts of 9 site maps, that will provide the structure of the web platform, 5 avatar case studies, and 51 content modules that will make up the content of the web platform. Three additional avatars and 1 explainer content module are still under development. Currently, Mathematica is working on revisions to all of the content for the platform based on the previous user testing and input from the Content Advisory Committee. These elements will serve as the content that users of the web platform will navigate through.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Best Practices in Case Management (BPCM)	Mathematica, Inc.	September 2025 – September 2026	\$702,000 for Case Mgmt., Measuring Service Quality, and Researching Provider Solutions	During Year 4 of the project, the provider will focus on developing the 508-compliant versions of the case manager and program administrator versions of the Toolkit intended for use by case managers and organizations employing case managers. The tools will be finalized and posted to the FDDC website for dissemination. Work will continue with the previously identified MCO serving individuals with I/DD in Florida to adopt the suite of instruments.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The first workgroup of the year was held during this period to discuss the dissemination of the BPCM. A number of individuals who were not on the workgroup attended the meeting but did not share information or opinions. The workgroup recommended that the tool not be completed until the care coordinator had at least three visits or 6 months as the care coordinator. They also recommended an information sheet be developed for the people with I/DD and their families/caregivers introducing the tool when enrolled in the ICMC (formerly called the pilot). Continued conversations took place with Mathematica, FDDC, and Florida Community Care about adopting the toolkit. Suggestions were provided about family-focused organizations that could disseminate the toolkit to get it into wider use. Draft formats for providing reports on tool use and public engagement with the training videos were provided to the FDDC.
January 2026– May 2026	Mathematica continues to work on finalizing all the elements of the Guide for Case Management Professionals and Program Administrators for case managers and support coordinators to complete self-assessments and for their supervisors to assess their performance as a quality improvement mechanism. All the elements for individuals with IDD and family members/caregivers have been reviewed and are being revised so that all elements have the same look and feel. The FDDC website is being revised so that the Case Management materials are organized by user (i.e., individuals with IDD, family members/caregivers, and professionals).
June 2026– September 2026	Mathematica has finalized all four tools in the Case Management Series, including the tools for individuals with I/DD, family members and caregivers, case managers/support coordinators, and organizations and supervisors. The guide for organizations to use the set of materials has also been completed. The five videos that have been developed (three for individuals with I/DD and family members and two for case managers and organizations) have been revised. The FDDC website has been redesigned to make the Case Management materials more easily accessible.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Researching Provider Solutions	Mathematica, Inc.	October 2025 – September 2026	Combined budget for 3 projects	Mathematica will develop and implement a mixed methods research study to identify DSP training programs in a variety of settings in Florida and nationally and prepare a report with findings and recommendations regarding training for DSPs to be implemented in Florida.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The first workgroup meeting was held on December 4. Additional workgroup members were recruited for the project. The group discussed what type of training organizations should be included in the environmental scan, which is the first activity of the year. The group also shared information about what program qualities should be considered that would lead to successful outcomes in recruiting and retaining the DSP workforce members. Following an analysis of the scan results, interviews will be conducted with leaders in the field.
January 2026- May 2026	The Researching Provider Solutions are continuing to gather information about a variety of training programs that are offered in Florida and around the country and that may be applicable to Florida. The environmental scan results were presented to the workgroup for feedback, and this led to a revision of the planned interview questions. The interviews will be scheduled and information gathered from several types of training programs (i.e., high school internships, national training programs, technical college programs, 2-year college programs, and agency programs). During Year 1 of the next state plan, the FDDC staff will work to gather state agency input about creating an offering that can be used to improve quality and retention of DSPs.
June 2026- September 2026	The draft research report that surveyed different models of education, training, internship, and certification has been completed and was reviewed at the August workgroup meeting. Recommendations for future directions in Florida have been made and were discussed by the group. The final report will be submitted September 25, 2027, and will be available on the FDDC website.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Measuring Service Quality	Mathematica, Inc.	October 2025 – September 2026	Combined budget for 3 projects	During the 2025–2026 year, this project will focus on completing the testing and revising of the Employment Services tool (short and long version), as well as developing training videos for both the Adult Day Training (ADT) and Employment Services (ES) tools.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The first workgroup of the year was held on November 13, 2025. Mathematica reviewed the status of the Residential tool, which is posted on the FDDC website with two training videos. They presented side-by-side tools (icons, AI generated images, and black/white images) from the Best Practices in Case Management instrument. A robust discussion took place about preferences. Most people did not like the images on the Case Management tool and preferred the images on the Residential tool. The AI-generated images on the ADT tool were thought to be potentially confusing. The group did feel that the tools should all have a similar feel so that they looked like a coordinated set of tools. The group also expressed a preference for training videos that included real people with I/DD and their family members.
January 2026– May 2026	Mathematica is continuing work on the ADT and Employment Services tools for individuals with IDD and their family members/caregivers. The look of the two tools has been revised to ensure that the three tools have the same look and feel. Scripts have been developed and approved for training videos to introduce the ADT and Employment Services tools and how to use them. Filming will be done at ADT and Employment Services sites in April, and it is expected that the videos will be completed over the summer.
June 2026– September 2026	The videos developed to support the Adult Day Training and Employment Services tools were reviewed, and narration has been added to the videos. They will be finalized and added to the FDDC website by the end of September 2026. The short and long version of the tools will also be uploaded to the FDDC website at that time.

Goal 2: Home- and Community-Based Delivery Systems				
Project	Provider	Funding Period	Funding Allocation	Project Description
Addressing the Behavior Therapist Shortage	University of Florida (UF) Board of Trustees	September 2025 – September 2026	\$300,000	In Year 4, the project will implement systematic dissemination and the sustainability plan for expansion and assessment of the internship and training curriculum models. They will expand the internship and training curriculum models to other systems for implementation. They will complete the evaluation checklist and assess adoptability and sustainability outcomes and create a list of considerations based on those outcomes. They will disseminate refined training to other sites in Florida. Finally, they will develop transition planning for measuring and effectively maintaining specialized supervision skills in other settings and develop leadership retention training for improving working conditions of behavior analysts working with individuals with severe challenging behavior.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The provider held the first project task force meeting of the year. They have gathered a wide variety of stakeholders including family members, university faculty, behavioral providers, and agency representatives. During the meeting they brainstormed with the attendees about how to best disseminate the training to address the needs of different settings. They have developed a literature review of leadership training for improving working conditions for behavior therapists and created a draft list of systems to be included in expanding efforts to implement the internship and training curriculum.
January 2026- May 2026	The provider has been working on methods for expanding the implementation of the developed training. They are planning to provide the training at the UF CARD training this summer and offer CEUs for BCBAs. In addition, they are engaging other providers to implement the training, including Rollins College, which is integrating the training into the BCBA practicum. In their last deliverable, they submitted drafted strategies for a Train-the-Trainer model specifically individualized for different types of sites (e.g., community, clinic-based, schools). The model is based on research in the training field to ensure that trainers are prepared to train and supervise Registered Behavior Technicians and other BCBAs working with individuals with severe behaviors.

Tri-Annual Period (dates)	Update Information
June 2026- September 2026	In August, the provider presented parts of the severe behavior training for BCBA providers for CEUs as part of the University of Florida CARD Conference. They piloted the adaptability and sustainability checklist with more clinics to determine what elements need to be in place to sustain good practice for serving individuals with severe behavior. Over the summer, 2 interns are completing the checklists with other organizations such as Nemours Children's Hospital and the Scott Center for Autism at Florida Institute of Technology. They also are continuing to pilot the training in clinic and early childhood centers.

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 2025 – September 2026	\$225,000	During Year 5 of the Dual Diagnosis Training project, the work will continue to foster collaboration between state agencies and other organizations to address the needs of complex individuals through a pilot of the Year 4 developed approach. Research will be undertaken to learn about peer-to-peer support programs for families with individuals with dual diagnosis and a peer support program will be developed and piloted over the course of the project year.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The project held its first advisory committee meeting for the full project during this period. This committee will be involved with reviewing the Family Peer Support Pilot and the Individual Integrated Service Planning (IISP) pilot. In addition, it held the first collaborative workgroup specifically for the IISP part of the project. Following that meeting, a draft of the pilot framework that was developed in the previous year for the IISP was sent to both groups to review and provide feedback.

Tri-Annual Period (dates)	Update Information
January 2026- May 2026	NADD reached out to the National Association of State Directors of Developmental Disabilities Services (NASDDDS) who created a review of existing peer support models in the United States. A summary of the research was shared with the advisory group for feedback. is beginning to recruit participants to be Peer Mentors for the Family Peer Support Pilot. They have drafted the model for the program and have shared it with the Advisory Committee for feedback. We have also been working together to recruit families who would be a good match and willing to serve as the peer mentors from the PIP program and PIP alumni. In addition, NADD has completed the implementation plan for the IISP. They have gathered a wide variety of agencies and met with them to review the model. In addition, we have connected them with the lead professional for the state-wide behavioral health teaching hospital program out of the University of South Florida. We also introduced them to the University of Florida's Behavior Therapist Shortage project team, who are working with these 2 hospitals for individuals with severe behavior, many of whom have dual diagnoses. Since these members are familiar with the invisible barriers in the behavioral health system for individuals with co-occurring conditions, this collaboration has led the team to focus on Jackson Memorial and UF's hospital systems for the project.
June 2026- September 2026	The provider launched the Family Peer Support Pilot. They have trained 4 peer mentors and developed an extensive training curriculum as part of the process. The 4 mentors are working with a total of 10 families. The mentors also work with a dedicated supervisor to help navigate the process. For the IISP Pilot, 2 individuals are confirmed as participating. The person-centered planning interview tool has been finalized and completed with the 2 participants' care networks. Recruiting participants for this project was difficult because of the complexity of the individuals being identified. The provider is currently working with the families of the participants to coordinate care teams and identify support needs.

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	July 2025 – July 2026	\$149,500	In Year 4 of the First Responder Training, FAU will conduct an environmental scan to identify technical colleges, state colleges, and universities in Florida that offer certifications and/or degrees in criminal justice or emergency medical services. Individuals will be interviewed following the environmental scan to further discuss the current curriculum being offered to students regarding I/DD. A curriculum will be developed for students in technical colleges, state colleges, and universities in criminal justice and emergency medical services to be offered in academic and technical training programs. FAU will continue to maintain and update the course curriculum for training and the train the trainer materials. Training(s) will be offered on an as-needed basis.

Tri-Annual Period (dates)	Update Information
October 2025 - January 2026	During the Training for First Responders Y4 Advisory Meeting #1 on September 24, 2025, the survey and interview questions for curriculum instructors were created and presented by FAU. Advisory Committee Members were requested to provide any feedback on the interview and survey questions by 10/8. Seven people responded with suggestions and demonstrated an overall approval of the measures. Based on the feedback from the Advisory Committee members, the survey and interview questions for the curriculum instructors were revised on 10/13. Draft documents of the IRB background and methods were included that clearly outline the approach for collecting the survey and interview data. The curriculum was drafted with structural elements and annotations drawn from the law enforcement officers and emergency medical services curricula to guide future development and revisions. The initial draft was submitted as part of the deliverables, accompanied by a general template and annotated comments highlighting areas that require further development. During the second Advisory Meeting on December 10, 2025, the curriculum was reviewed and discussed.

Tri-Annual Period (dates)	Update Information
January 2026-May 2026	During the TFR Y4 Advisory Meeting on December 10, 2025, the agenda included updates on surveys (data received), interview questions (final version), and curriculum development (Drafts for Modules 1-7 and the Curriculum Syllabus). IRB 2404149 was approved. The survey was emailed on 1/6/2026 to all the potential participants on the FL Police Training Centers contact list. Of the 12 participants who completed the survey, 3 participants indicated that they were open to participating in an interview. The draft curriculum and Curriculum Syllabus were submitted as part of the deliverables with annotated comments highlighting areas that require further development. Dr. Scott reported that FAU would not be able to meet their contractual obligations. Deliverable 2 was completed and the contract was terminated. This project will be procured out to a new provider for Year 1 of the next state plan.
June 2026-September 2026	This contract was terminated in February 2026. A bid was released, and a provider was selected from the 10 bids received for this project for the next state plan.

Goal 3: Aging Caregivers				
Project	Provider	Funding Period	Funding Allocation	Project Description
Aging Generations' Expectations in Developmental Disabilities (AGEDD)	Margaret Lynn Dugger & Associates, Inc.	September 2025 – September 2026	\$200,000	In Year 5, Margret Dugger and Associates continue to plan and execute the April 2026 AGEDD Summit in Kissimmee, FL. The ten Community of Practice (CoP) groups, representing 16 of Florida's 20 counties, continue to meet to discuss their collaboration and educational opportunities between the Aging and I/DD populations. At the end of the Summit, each CoP will develop a sustainability plan between the aging and I/DD networks.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	There are currently 13 Communities of Practice (CoPs), with 19 counties actively participating. Each CoP meets at least once during the contract year. Four CoPs have met during this period. Several CoPs are in the process of scheduling to meet by the end of January. Technical Assistance was offered to all the CoPs by the provider. The 2026 AGEDD Summit will be held on April 20-22nd, 2026 at the Embassy Suites in Kissimmee, FL. The RSVP link to the AGEDD Summit was sent out by Margret Lynn Dugger and Associates to register for the event. Tentative speakers for the upcoming summit include Serena Lowe from the Bridging Aging & Disability Network Initiative, representing the National Association of Councils on Developmental Disabilities, who will share insights on projects implemented across 14 states. Another speaker under consideration is David Jones from the Administration for Community Living (ACL). Possible breakout session topics may cover transportation, meal models, community participation, and policy or systems change discussions. Two Summit planning meets have been completed and four additional are scheduled from February to April 2026.
January 2026– May 2026	A total of six Communities of Practice (CoPs) have met during this time period. Technical Assistance has continued to be offered to all the CoPs by the provider. The 2026 AGEDD Summit was held on April 20-22nd, 2026 at the Embassy Suites in Kissimmee, FL. The major goal was to plan for and encourage aging and IDD agencies to continue working together locally through the COPs. The speakers for the Summit included: Serena Lowe from the Bridging Aging & Disability Network Initiative, representing the National Association of Councils on Developmental Disabilities; David Jones from the Administration for Community Living (ACL); Dr. Rebecca Hines, Commissioner of the Administration on Disabilities; and Robert Azstalos, Director of the Agency for Persons with Disabilities. Currently, 64 registrations were confirmed as of 04/8/2026, including 9 task force members, 7 FDDC Staff/Council Members, 40 Communities of Practice (CoP) participants, 3 Speakers, and 5 provider staff. Implementation plans will be developed during the summit to help COPs create sustainable goals and continue collaborative work.

Tri-Annual Period (dates)	Update Information
June 2026- September 2026	The Power of Connection: Aging and I/DD Summit held in Kissimmee received positive feedback from participants representing aging providers, I/DD providers, and Florida Developmental Disabilities Council task force and council members. Overall, 79% of respondents rated the Summit as “Excellent,” while 21% rated it as “Good,” reflecting strong satisfaction with the event’s organization, content, and collaborative focus. Evaluation responses demonstrated that the Summit successfully increased participants’ understanding of strategies that support independence, community living, and cross-network collaboration for older adults, individuals with developmental disabilities, and caregivers. Participants strongly agreed that the content was relevant to their professional work and interests, and that the speakers enhanced their understanding of national priorities, policies, resources, and practical approaches applicable to local communities. A key outcome of the Summit was the strengthening of partnerships and collaboration across the aging and developmental disabilities networks. All respondents reported making new connections or strengthening existing partnerships during the event. Participants also indicated plans to collaborate with new partners, strengthen current relationships, share information within their communities, and participate in future joint efforts. Overall, the evaluation findings reflect that the Summit successfully fostered meaningful dialogue, relationship-building, and shared learning to support continued collaboration between Aging and I/DD stakeholders across Florida. The CoPs will be contacted in October 2026 to resume the collaborative partnerships with the FDDC staff.

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
Florida SAND Fellows Leadership Program	Pathways Resolution Center, Inc. Doing Business As (dba) OMS, Inc.	August 2025 – August 2026	\$300,000	The goal of this project, in its tenth year of funding, is to fully expand leadership training for self-advocates by continuing and building on the Florida SAND Fellows Training Program to train four new Fellows a year and use existing Fellows as peer mentors for the year that follows their training. Fellows will be engaged in developing job skills of maintaining the self-advocacy organization, managing communications for the network, and offering technical assistance and peer mentoring to new Fellows as needed. As each cohort of Fellows becomes trained, leadership training will be provided by the Fellows and will include fine-tuned content that the existing Fellows have created (e.g., Breaking Barriers Training Academy) and also training for other self-advocates in the Route to Self-Determination curriculum.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The new group of four Fellows were selected by OMS with FDDC staff input. Since then, one of the Fellows dropped out and OMS is looking for another person to join the program. The group is going through training on the Leadership Modules. They are also preparing their legislative platform. Valerie Breen presented the FDDC's Legislative Priorities to the group. There was a robust discussion on the Working People with Disabilities program and the lack of people taking advantage of it. Valerie also discussed DD Day and the mechanics of it that have been organized to date.

Tri-Annual Period (dates)	Update Information
January 2026- May 2026	The Fellows continue to develop their skills in providing leadership to the FL SAND statewide grassroots organization. There are currently 7 Fellows: 3 first year Fellows, 2 second year Fellows, and 2 mentor Fellows who are in their third year and have advanced administration and program coordination responsibilities. The program began the year with three additional Fellows, but they could not complete the program due to personal or family issues. Four Fellows participated in DD Awareness Day by visiting legislators and staff, hosting the Florida SAND exhibit table, and sharing stories from self-advocates on housing and transportation. They also hosted the monthly self-advocate call. The topic for January was Gearing up for the 2026 Florida Legislative Session. The February topic was Pet Peeves and How to Address Them with Advocacy. The March topic was Developmental Disabilities Awareness Month: Come share how your community is celebrating. April's topic was "What advice would you give to your younger self about advocacy?" The Fellows also are responsible for training the Florida SAND Executive Board and completing the required state and federal paperwork to maintain the group's 501c3 status.
June 2026- September 2026	The Fellows have continued to provide support to the Florida SAND organization by training and supporting their Executive Committee at board meetings. They also participated in Family Cafe, hosting an exhibitor booth and making a presentation about self-advocacy at the conference. The Fellows provided a Route to Self-Determination training in Orlando the day before the Family Cafe conference. Applications for a new cohort of Fellows will be closed August 15.

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
Partners in Policymaking Coordinator	Stacey Hoagland	August 2025 – August 2026	\$65,000	The goal of this project, in its eleventh year of funding with the Coordinator, is to plan and execute all aspects of the Council's Partners in Policymaking (PIP) program. Partners in Policymaking is a national model designed to educate individuals with intellectual and developmental disabilities and family members on self-determination, disability systems, and how to share information to educate policymakers

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The PIP 2025–2026 cohort is comprised of 21 guardians/caregivers and 6 self-advocates for a total of 27 participants. The cohort has successfully completed four of its six sessions, marking the program’s halfway point. The class will graduate in February and participate in DD Day 2026. The current PIP class has had 3 dropouts (Session 1 – One Self-Advocate; Session 3 – Two Guardians/Caregivers). The PIP class size is now 24 participants with one participant completing session 6 for a total of 25 PIP participants. The PIP Alumni Program has scheduled quarterly meetings with tentative topics (November, January, April, July). The first session, focused on Managed Care, presented by Valerie Breen and Jim DeBeaugrine, was held on November 25, 2025, and. Of the 57 individuals registered, 33 PIP Alumni and 2 FDDC staff members attended the meeting. The event was well received, and participants requested additional information and were invited to attend the December 2025 Public Policy Task Force Meeting to learn more about FDDC’s advocacy work related to Managed Care, iBudget and CDC+.
January 2026- May 2026	The PIP 2025–2026 cohort began with 21 guardians/caregivers and 6 self-advocates for a total of 27 Partners. Since the start, the program had 4 dropouts. The remaining cohort successfully completed all six sessions. Twenty-three participants graduated with one participant completing session 6 for a total of 24 PIP graduates. Seventeen PIP participants from the current class attended DD Day 2026. Approximately 20-25 PIP Alumni planned to attend, but tracking of actual attendance was uncertain. The 2026-2027 applications were made available on the FDDC website on March 1, 2026. A total of 25 applications have been submitted for review as of April 1. The Review Committee will remain the same with the addition of a self-advocate from the 2025-2026 PIP graduates. The 2026-2027 Schedule has been finalized: Session 1: October 23-24, 2026; Session 2: November 20-21, 2026; Session 3: December 11-12, 2026; Session 4: January 15-16, 2027; Session 5: February 4-5, 2027; Session 6: March 19-20, 2027, at the Florida Hotel and Conference Center in Orlando, FL. The PIP Alumni Program has scheduled quarterly meetings (November, January, April, July). Topics for the quarterly meetings are: Managed care and what it means; Filing a complaint for denial of eligibility and/or services; Understanding the end of certificates of completion and Dual Diagnosis Peer Support Projects. The January session focused on Filing a complaint for denial of eligibility and/or services, presented by Bradley Hunt from Disability Rights Florida. Twenty-three individuals attended, including 22 PIP Alumni and 1 FDDC staff member.

Tri-Annual Period (dates)	Update Information
June 2026-September 2026	The 2025–2026 Partners in Policymaking® (PIP) class successfully graduated with 24 partners. Across the six training sessions, presenters received outstanding evaluations, with average ratings of 4.79 or higher on a 5-point scale. Seventeen Partners participated in DD Day 2026, where they observed and engaged in the legislative process by attending Senate Fiscal Policy and House Education and Employment Committee meetings and met with 13 Senators and 18 House Representatives. Planning for the 2026–2027 class is progressing well, with hotel and audiovisual contracts secured. Interest in the program remains strong, with 117 applications submitted for the upcoming class. During DD Day 2026, Partners in Policymaking® (PIP) Alumni actively participated in advocacy efforts, meeting with six Senators and five House Representatives. Alumni engagement has continued through the quarterly training series, with three of the four scheduled trainings completed and the final training planned for July 14, 2026. Additionally, a PIP Alumni Meet-Up was held in conjunction with Family Café on June 13, 2026, with 60 participants registered to attend, providing opportunities for networking, collaboration, and continued advocacy engagement.

Goal 4: Self-Advocacy Leadership				
Project	Provider	Funding Period	Funding Allocation	Project Description
Partners in Policymaking Curriculum Project	Autistic Self Advocacy Network (ASAN)	September 2024 – January 2026	\$150,000	The goal of this project, in its second year of funding, is to further develop a Partners in Policymaking (PIP) curriculum and associated activity materials for a target audience of people with cognitive disabilities, requiring supports based on moderate-to-severe functional levels, at a Grade 2 to 3 reading level or below. The curriculum and associated activity materials will be developed to run in conjunction with and parallel to the current existing Florida Partners in Policymaking program with the goal of supporting more participants with intellectual and developmental disabilities (I/DD), and specifically cognitive disabilities, to be integrated into this program. Partners in Policymaking is a national model designed to educate individuals with intellectual and developmental disabilities and family members on self-determination, disability systems, and how to share information to educate policymakers.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The provider, ASAN, has been great to work with. They have submitted the final draft of Sessions 1-5 of the PIP curriculum in Easy Read format with videos completed for Sessions 1-4. Session 6 has been submitted in Easy Read format in draft format and was reviewed by the Curriculum Review Committee on December 8, 2025. Videos for Session 5 have been submitted in draft format. ASAN is set up well to complete the contract at the end of January with the final copy of all Easy Read documents, video sessions of the curriculum, and suggestions for train the trainer and for implementation of the PIP Plus curriculum.
	Contract completed

Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects				
Project	Provider	Funding Period	Funding Allocation	Project Description
Spanish Translation	Lingua School, Inc. d.b.a. Lingua Language Center	September 2025 – September 2026	\$30,000	This consulting agreement provides for translation of selected Council documents into Spanish or other languages deemed appropriate.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	Materials relating to the solicitation of public comment regarding the development of the 2026-2031 State Plan were translated into Spanish. Additionally, the Council's Legislative Priorities were translated.
January 2026- May 2026	Materials for the Council's Best Practices in Case Management Project were translated into Spanish.

Tri-Annual Period (dates)	Update Information
June 2026-September 2026	Materials for the Council's Measuring Service Quality: Employment Services Project were translated into Spanish.

Goal 5: Broad Systems Change/Emerging Needs: Advocacy and Communications Cross-Cutting Systems Change Projects				
Project	Provider	Funding Period	Funding Allocation	Project Description
Communications	RB Oppenheim Associates, Inc.	September 2025 – September 2026	\$140,000	Consultant will provide a variety of expert professional services, and create/implement outreach communication vehicles and products. The Consultant will provide advice and support to Council staff to conduct any and all activities that impact the target audiences the Council is responsible to reach and represent through its five-year state plan. Outreach activities shall include awareness and educational events, messaging and branding, website and digital communication, e-news, social media efforts, and updating ongoing Council materials. They will be responsible to collaborate/work with Council staff and other partners, as requested, to ensure that the Council remains the leader in branding, messaging and education/outreach regarding the Council, its activities, and meet responsibilities for communication to and engagement with its audiences.

Tri-Annual Period (dates)	Update Information
October 2025 – January 2026	The provider created marketing and public awareness support for the public comment phase of the Five-Year Plan and the Idelio Valdes and Bobbie Lake Advocacy Awards. Creative work during this period included materials for DD Awareness Day; Legislative Priorities, Fact Sheet and Talking Points; web page for DD Day; blog/Al posts; and redesigned award applications. RBOA also continued to develop and distribute the monthly Connections newsletter. In October, FDDC exceeded 10,000 Facebook followers.
January 2026- May 2026	The provider executed marketing and public awareness activities for DD Day including pre- and post-event coverage, My Story campaign, and Our Voices Matter materials. A redesigned, weekly Legislative Briefing was created and distributed throughout the 2026 session. RBOA also continued to develop and distribute the monthly Connections newsletter, including a special DD Day edition.
June 2026- September 2026	The provider created materials and campaigns for a variety of topics and events including Family Cafe, the FDDC Annual Report, PIP/Fellows recruitment, IFP/Bid distribution, and community awareness events. A website redesign including the homepage and resource section was completed. RBOA continued to develop and distribute the monthly Connections newsletter. Initial Blog posts to improve SEO were completed. FDDC exceeded 11,000 Facebook followers.

Florida Developmental Disabilities Council, Inc.

**PUBLIC POLICY COMMITTEE MEETING
Thursday, September 17, 2026
Florida Hotel and Conference Center - Orlando
1500 Sand Lake Road
Orlando, FL 32809**

OUR MISSION

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

AGENDA

9:45 a.m.	Call to Order Welcome & Roll Call	<i>Sarah Goldman, Chair</i>
	Adopt the Agenda**	<i>Sarah Goldman, Chair</i>
9:50 a.m.	Approval of Minutes** <i>(A) Minutes from January 22, 2026</i>	<i>Sarah Goldman, Chair</i>
9:55 a.m.	Discuss and approve initial Public Policy agenda **	<i>Sarah Goldman, Chair</i>
10:20 a.m.	Public comment	
10:30 a.m.	Meeting Adjourned	

**** Items that require vote**

Florida Developmental Disabilities Council, Inc.

PUBLIC POLICY COMMITTEE MEETING

Minutes

Thursday, January 22, 2026

Committee Members Present: Sarah Goldman; Enrique Escallon; Eddie Hall; Yolanda Herrera; Arizona Jenkins; Danielle McGill; Carla Mercer; Lauren Modawell; Charlotte Temple; Caitlyn Clibbon; Kali Wilson

Council Members Present: Michael Sayih; Robert Asztalos (APD); Leah Compagnone-Bolt (VR); Jennifer Zarcone (FCIC); Tracie Hardin (AHCA)

Council Members Absent: Denise Anderson; Christina Cordova; Elly Hagen; Dennis Hart; Victoria Zepp; Anna Simmons (DOH); Kira Houge (Elder Affairs); Jean Sherman (UCEDD); Patricia Bodiford (DOE)

Staff Present: Valerie Breen; Susan Kabot; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn

Guests: Jim DeBeaugrine (FDDC Legislative Advisor); Personal care staff

I. Public Policy Committee

Adoption of Agenda

Charlotte Temple made a motion to adopt the agenda as presented; Yolanda Herrera seconded. All members voted in favor; none abstained. The motion carried and the agenda was adopted.

Approval of Minutes

Charlotte Temple made a motion to adopt the December 10, 2025, minutes; Carla Mercer seconded. All members voted in favor; none abstained. The motion carried and the December 2025 minutes were adopted.

2026 Legislative Report

Executive Director Breen advised that since September, she has met with several legislators and provided them with clarification on what the Council is, and that we are in Federal and State statute. Breen is trying to schedule as many legislators as possible to attend our DD Day lunch at the Capitol.

Jim DeBeaugrine advised that we are part of three branches in the Developmental Disabilities Bill of Rights Act (federal law). There are the University Centers of Excellence and the Protection and Advocacy Centers (Disability Rights), and the Council is the resource for policy. He also advised that there are 61 bills proposed regarding disabilities, but we are actively following 37 of them.

Sarah advised that today we will be focusing on the 10 starred bills within the supplemental materials packet.

Bill prioritization

Lauren Modawell made a motion to adopt the presented Bill prioritization, with the following moved to active support, HB 109, SB 0152, HB 0411; Enrique Escallon seconded. All members voted in favor; none abstained. The motion carried and the Bill prioritization was adopted.

Active Support Bills

**HB 0915/SB 1016- Medical Assistance Eligibility for Working Persons with Disabilities
Creates a new program allowing certain working individuals with disabilities to maintain
Medicaid eligibility while earning additional income.**

Charlotte Temple made a motion to adopt HB 0915/SB 1016; Lauren Modawell seconded. All members voted in favor; none abstained. The motion carried and support for the bill was adopted.

During the discussions, Danielle McGill asked if this includes members who are on the waitlist for the waiver, and Jim advised that it is for those individuals who are currently enrolled in the waiver or the managed care pilot. Charlotte advised that it has been used for individuals who have been on the waitlist. Caitlyn advised that Disability Rights Florida has submitted a public records request, but that has been open for a year.

**HB 0453/SB 0556- Requirements for Standard High School Diploma
Expand the ways students can satisfy physical education and performing arts requirements for
a standard high school diploma. Allow completion of 2 years of marching band to fulfill both
the physical education and performing arts requirements instead of just one or the other.
Permits students with disabilities to participate in the Special Olympics as a substitute for the
physical education requirement.**

Charlotte Temple made a motion to adopt HB 0453/SB 0556; Caitlyn Clibbon seconded. All members voted in favor; none abstained. The motion carried and support for the bill was adopted.

Passive Support

****SB 0072/HB0615- Individual Education Plans
Requires timely evaluations, IEP meetings, and enhanced parent engagement for students
receiving exceptional student education services.**

Lauren Modawell made a motion to adopt SB 0072/HB 0615; Carla Mercer seconded. All members voted in favor; none abstained. The motion carried and support for the bill was adopted.

****HB 0109/SB 0662- Corporal Punishment**

Prohibits school district employees for using corporal punishment on public school students.

Arizona Jenkins made a motion to adopt HB 0109/SB 0662 and move this Bill to active support; Carla Mercer seconded; none abstained. The motion carried and support for the bill was adopted and moved to active support.

During discussions, Arizona felt that schools should not be allowed to punish students and that should be handled at home. Caitlyn Clibbon asked if we were trying to eliminate bills from moving to active support, and Sarah advised that everyone should look at the icons sheet provided in the supplemental materials folder that gives the definitions of active and passive support. Caitlyn also advised that this should have been done long ago.

****SB 0152/HB 0517- Medicaid Provider Networks**

Requires Medicaid managed care plans to negotiate and pay dentists at or above agency rates while strengthening provider network requirements for dental services.

Caitlyn Clibbon made a motion to adopt SB 0152/HB 0517 and move to active support; Yolanda Herrera seconded; none abstained. The motion carried and support for the bill was adopted and moved to active support.

During discussions, Caitlyn made some points regarding dental services being important and a big issue that she sees at Disability Rights Florida (DRF). She feels that this bill would be best served in active support.

****HB 0411/SB 1652- Terminology Associated with Autism**

Updates the definition of autism to align with the most recent edition of the DSM and rename it to include autism spectrum disorder.

Caitlyn Clibbon made a motion to adopt HB 0411/SB 1652 and move the bill to active support; Yolanda Herrera seconded; none abstained. The motion carried and support for the bill was adopted and moved to active support.

During discussions there was dialogue back and forth about the bill. Robert Asztalos (APD) advised that the way the bill is written opens the eligible list up, and he advised that they are trying to keep the definition in but add more clarification about APD services, because it could create a conflict.

Danielle McGill asked if the Council could help APD with this bill, and Valerie Breen advised that if we are asked, we would provide assistance.

Valerie advised that if we are moving to the active category and supporting this bill, it does not mean we are working on the bill. Jim advised that we would work with all the parties involved to come up with acceptable language.

Going forward through the meeting votes did not occur on each bill and were adopted fully at the end.

****HB 0487/SB 0586- Repair of Mobility Devices**

Requires original equipment manufacturers to provide owners and independent repair providers with the necessary documentation, software, parts, and tools to repair mobility devices.

****HB 0859/SB 1170- Exceptional Students and Video Cameras in Public Schools**

Expand the use of video cameras and audio in self-contained classrooms upon a parent's request to ensure greater transparency and monitoring of special education services.

****SB 1088/HB 1099- Guardianship**

Prohibit guardians from restricting adult wards' contact except under certain circumstances and require notices regarding changes in residential settings and persons entitled to receive information and visits.

****HB 1405/SB 1570- Statewide Project for Missing Person with Special Needs**

Revives, readopts, and amends the missing persons with special needs statewide project to expand the distribution of personal devices for search-and-rescue efforts through multiple centers for autism and related disabilities.

****HB 1507/SB 1640- Medicaid Dental Pilot Program**

Establishes a 3-year Medicaid dental pilot program for persons with disabilities in Region B.

Danielle McGill asked what Region B was. There was discussion about it, and it was decided that it was the Jacksonville area, and it is based on the Agency for Healthcare Administration (AHCA) regions.

****HB 6003/SB 1700- Recovery of Damages for Medical Negligence Resulting in Death**

Removes the statutory bar preventing adult children and parents of an adult child from recovering damages in medical negligence wrongful death cases.

Jim advised that this bill has already passed through the House and it is not necessarily a disability bill, but there seems to be a lot of individuals who have disabilities who are impacted by this type of bill. It was passed and got vetoed by the Governor.

Valerie advised that the bills that are passive are being watched by the Council, and the ones that are active are going to be reported on. The passive bills will still receive reports but not as frequently.

Caitlyn suggested prioritizing the bills to change the definition of #4 because working at DRF, she receives a lot of calls regarding eligibility. The new bill changes the APD criteria to the current clinical criteria from DMS-IV to DMS-5; currently individuals must prove their eligibility. It is a real barrier because they are not familiar with the APD standards and the clients are getting their evaluations from psychologists and they are using DSM-5 criteria so there is a mismatch. She feels that if everything is aligned, it would be less stressful for the individuals applying for services.

Arizona asked questions regarding Disability Parking, Sarah asked if we should monitor this bill. Caitlyn will look up the bill number and provide it to the council.

Eddie asked for clarification on the definitions regarding active vs passive support regarding the bills.

Active- High priority legislation that aligns with the Council's public policy agenda.

For these bills, Council's leadership actively works with bill sponsors, committee staff and other legislators through one-on-one meetings and provides testimony to committees, as requested.

Passive- Legislation that is aligned with the Council public policy agenda.

For these bills, Council's leadership offers public support such as letters, visible support during committee hearings, and website listings without engaging in active support.

Eddie asked if we as a member were to go out and meet with our legislator and were supporting a bill that is not active but is passive for the FDDC, but he feels passionate about, and would that be allowed. Sarah advised that it would be fine to do that and feels that it is a passive move, and she advised that we want to do more grassroots advocacy.

Our Voice Matters is still the FDDC's main legislative platform

Danielle McGill and Enrique Escallon brought up the issue of federal legislation that would impact people with I/DD, especially medical insurance and the role of the FDDC in addressing them.

Florida Developmental Disabilities Council, Inc.

**EXECUTIVE COMMITTEE MEETING
Thursday, September 17, 2026
Florida Hotel and Conference Center - Orlando
1500 Sand Lake Road
Orlando, FL 32809**

OUR MISSION

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

AGENDA

10:45 a.m.	Call to Order Welcome & Roll Call	<i>Eddie Hall, Chair</i>
	Adopt the Agenda**	<i>Eddie Hall, Chair</i>
10:50 a.m.	Approval of Minutes** (A) <i>Minutes from May 21, 2026</i> (B) <i>Minutes from July 15, 2026</i>	<i>Eddie Hall, Chair</i>
10:55 a.m.	Discuss Executive Committee Report**	<i>Eddie Hall, Chair</i>
11:05 a.m.	Public comment	
11:15 a.m.	Meeting Adjourned	

**** Items that require vote**

Florida Developmental Disabilities Council, Inc.
Executive Committee Meeting
May 21, 2026

Committee Members Present: Eddie Hall; Jean Sherman; Carla Mercer; Elly Hagen; Tina Cordova; Arizona Jenkins; Yolanda Herrera

Council Members Present: Denise Anderson; Enrique Escallon; Sarah Goldman; Danielle McGill; Lauren Modawell; Michael Sayih; Charlotte Temple; Victoria Zepp; Susan Nipper (APD); Cherie Hall (DRF); Leah Compagnone-Bolt (VR); Jennifer Zarcone (FCIC); Anna Simmons (DOH)

Council Members Absent: Kali Wilson, Patrica Bodiford (DOE), Frank Pate (AHCA), Kira Houge (Elder Affairs)

Staff Present: Susan Kabot; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn; Merle Barrett

Guests: Jim DeBeaugrine (FDDC Board Advisor); Personal care staff

I. Executive Committee

Eddie Hall called the meeting to order at 11:00 a.m.
Roll call was taken and a quorum was established.

Adoption of Agenda

Yolanda Herrera made a motion to adopt the agenda, and Elly Hagen seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the agenda was adopted.

Approval of Minutes

The Council considered approval of September 11, 2025, February 23, 2026; March 2, 2026; and April 22, 2026, meeting minutes.

Elly Hagen made a motion to adopt the minutes from the September 11, 2025; Jean Sherman seconded. All members voted in favor; none abstained. The motion carried and the minutes from September 11, 2025, were adopted.

Elly Hagen made a motion to adopt the minutes from the February 23, 2026; Yolanda Herrera seconded. All members voted in favor; none abstained. The motion carried and the minutes from February 23, 2026, were adopted.

Elly Hagen made a motion to approve the March 2, 2026, minutes, seconded by Carla Mercer. Discussion of the March 2, 2026, minutes ensued. Tina Cordova requested clarification on statements included in the record, noting she was not part of the Executive Committee at the time and had not previously had access to the underlying information. She questioned the status of

Valerie Breen's contract and whether a buyout was still under consideration. Carla Mercer stated that, based on her attendance at prior meetings, the matter appeared to have been tabled. Elly Hagen reported that Valerie had withdrawn her buyout request, while Monica Moye indicated uncertainty regarding who had received that communication. Danielle McGill asked about next steps should Valerie not renew her contract after September, and Eddie Hall stated that the Council would appoint an Interim Executive Director and begin a search for a permanent Executive Director if needed.

Members further discussed related context, including Valerie Breen's employment status and succession planning, with confirmation that contract discussions had been tabled and that Valerie was expected to continue through her current term ending September 2026.

Separately, discussion included updates provided by Greg Stewart, legal counsel, regarding the hearing process involving Enrique Escallon. He noted that procedural discrepancies in draft correspondence led to delays, resulting in the matter being postponed and tabled. Enrique Escallon requested full Council access to meeting recordings and stated his desire for the matter to be addressed by the Full Council.

Enrique Escallon requested full access to meeting recordings and stated he wished the issue to be addressed by the Full Council. He also raised concerns regarding receipt of legal correspondence and preparation time for response.

All members voted in favor to adopt the March 2, 2026, minutes; none abstained. The motion carried and the minutes were adopted.

Carla Mercer made a motion to approve the April 22, 2026, Executive Committee and Full Council minutes, seconded by Elly Hagen. All members voted in favor, none abstained. The motion carried and the minutes from April 22, 2026, were adopted.

Eddie Hall adjourned Executive Committee Meeting at 11:31

Florida Developmental Disabilities Council, Inc.
Special Executive Committee Meeting
July 15, 2026

Committee Members Present: Eddie Hall; Jean Sherman; Carla Mercer; Tina Cordova; Arizona Jenkins; Yolanda Herrera

Committee Members Absent: Elly Hagen

Council Members Present: Sarah Goldman; Danielle McGill; Michael Sayih; Charlotte Temple; Susan Nipper (APD); Leah Compagnone-Bolt (VR); Anna Simmons (DOH); Tracie Hardin (AHCA)

Council Members Absent: Denise Anderson, Kali Wilson, Patrica Bodiford (DOE), Kira Houge (Elder Affairs); Caitlyn Clibbon; Lauren Modawell, Jennifer Zarcone; Victoria Zepp.

Staff Present: Susan Kabot; Monica Moye; Chris Reeve; Jennifer Chung; Jamie Mayersohn; Merle Barrett

Guests: Jim DeBeaugrine (FDDC Board Advisor); Danielle Towery (HR); Greg Stewart (Legal Council)

Executive Committee

Eddie Hall called the meeting to order at 5:30 p.m.
Roll call was taken and a quorum was established.

Chair Hall informed attendees that non-Executive Committee members were welcome to participate in discussions but were not permitted to vote. He further noted that members of the public were welcome to attend and would have an opportunity to provide public comment at the conclusion of the meeting. Chair Hall then called for a motion to adopt the agenda.

Adoption of Agenda

Carla Mercer made a motion to adopt the agenda, and Arizona Jenkins seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the agenda was adopted.

Approval of Minutes

Chair Hall then asked for a motion to approve the minutes from the May 21, 2026, Executive Committee meeting.

Arizona Jenkins made a motion to approve the May 21, 2026, meeting minutes, and Tina Cordova seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the May 21, 2026, Executive Committee meeting minutes were approved.

Council Transition Plan

Eddie Hall introduced Danielle Towery, Human Resources representative, to present the Council Transition Plan related to Valerie Breen's contract and executive leadership succession.

Danielle Towery reported that Valerie Breen has decided not to retain legal counsel regarding a previous matter and that the Council has received confirmation from her attorney that she does not intend to renew her employment contract beyond September 30, 2026.

Danielle explained that Valerie's leave under the Family and Medical Leave Act (FMLA) expired on July 13, 2026. She will remain on approved leave as a reasonable accommodation under the Americans with Disabilities Act (ADA) through September 30, 2026. During this period, Valerie will continue to receive her full salary through a combination of short-term disability benefits and accrued paid time off (PTO). Once her accrued PTO is exhausted, she will utilize Open PTO in accordance with the Council's PTO policy that became effective January 1, 2026.

Danielle invited questions from the Committee. Yolanda asked whether Danielle could provide an update on Valerie's health. Danielle explained that she was unable to share any medical information due to confidentiality requirements. She stated only that Valerie remains out for health reasons and does not anticipate returning before September 30, 2026.

Yolanda asked that Valerie be informed that the Council would like to know how she is doing so members can offer their support. Jim DeBeaugrine stated that he will talk to Yolanda further offline; that he would discuss the request with Valerie privately and noted that she would appreciate knowing that Council members are thinking of her. Danielle added that, following Jim's conversation with Valerie, they could explore whether Valerie would be comfortable sharing a message with the Council.

Arizona Jenkins asked whether Council members could contact Valerie individually. Danielle responded that Valerie is free to communicate with or reach out to anyone she chooses; however, the Council cannot initiate communications on her behalf.

Tina Cordova stated, in support of Yolanda's comments, that as a public representative of the Council, it would be appropriate for a statement regarding Valerie's status to be prepared and shared, either by Valerie herself or by the Council, if appropriate.

Danielle Towery continued the Council Transition Plan presentation by recommending that Jim DeBeaugrine serve as a contracted management consultant and Acting Executive Director to ensure operational continuity during the leadership transition.

Danielle explained that Mr. DeBeaugrine's previous contract as Board Advisor officially ended on July 1, 2026. She presented the proposed management consulting agreement and Mr. DeBeaugrine's biography to the Executive Committee for review. The proposed contract outlines his responsibilities as Acting Executive Director during the transition.

Under the proposed agreement, Mr. DeBeaugrine will provide executive management and leadership services on a part-time basis during July 2026 for a fee of \$4,500. Effective August 1, 2026, he will increase his level of service to approximately 40 hours per week at a rate of \$15,000 per month.

Danielle stated that the proposed agreement extends through June 30, 2027, and includes a guaranteed minimum of six months of compensation, except in the event of a material breach of contract. The agreement also provides for a six-month extension if a permanent Executive Director has not been hired by the end of the initial term. However, notwithstanding the six-month compensation guarantee, the contract will terminate upon the hiring of a permanent Executive Director.

Danielle further explained that the proposed agreement is subject to ratification by the full Council. If the Council does not approve the contract at its September 2026 meeting, the agreement will terminate, notwithstanding the six-month compensation guarantee.

To promote transparency, the proposed contract requires Mr. DeBeaugrine to provide a comprehensive disclosure of his current client relationships and to execute a conflict-of-interest acknowledgment.

Eddie Hall thanked Danielle Towery for the presentation and opened the floor for questions prior to taking action on the proposed contract.

Tina Cordova asked whether sufficient funds were available in the Council's budget to support the proposed agreement. Monica confirmed that she, along with the accounting firm, had reviewed the Council's financial position and determined that the Council could support the proposed contract while continuing Valerie Breen's salary and benefits through September 30, 2026, and into the new fiscal year. Monica noted that a Budget and Finance Committee meeting was scheduled for August 26, 2026, but stated that the personnel salaries and benefits budget had already been reviewed to ensure the proposed arrangement was financially sustainable.

Danielle Towery clarified that Mr. DeBeaugrine's proposed monthly compensation was calculated based on a combination of Valerie Breen's salary and benefits. She further stated that the total additional cost to the Council for continuing Valerie's compensation while retaining Jim DeBeaugrine under the proposed agreement would be approximately \$34,500.

Arizona Jenkins asked whether Valerie Breen would be able to return to work. Danielle responded that Valerie does not anticipate returning to active duty but, if her health permits, she will remain available through September 30, 2026, to assist Jim DeBeaugrine by telephone and provide consultation during the transition.

Arizona Jenkins stated that he wanted to ensure the Council could continue moving forward during the transition. Eddie Hall responded that the Council would be able to do so and expressed confidence that Jim DeBeaugrine would provide the leadership needed until a new Executive Director is selected.

Danielle Towery stated that, upon approval of Mr. DeBeaugrine's contract, the Council would immediately begin the search process for a new Executive Director. She then turned the meeting back over to Eddie Hall.

Eddie Hall asked whether there were any additional questions before proceeding to a vote on the proposed contract for the Acting Executive Director. Hearing none, he called for a motion to approve the contract.

Arizona Jenkins made a motion to approve the contract, and Carla Mercer seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the contract for the Acting Executive Director was approved.

Jim DeBeaugrine expressed his appreciation to the Executive Committee for its confidence and support.

Eddie Hall outlined the proposed process for recruiting the Council's next Executive Director. He reported that the Executive Committee had decided to conduct the search internally rather than retain an executive search firm. Danielle Towery will guide the Executive Committee throughout the recruitment process. Eddie noted that if the internal recruitment effort does not produce a sufficient pool of qualified candidates, the Council may later consider engaging an executive search firm.

Eddie Hall presented two options for conducting the search: (1) the Executive Committee would serve as the search committee, or (2) an ad hoc search committee would be established to include members outside of the Executive Committee. He opened the floor for discussion.

Arizona Jenkins expressed support for having the Executive Committee serve as the search committee before considering the formation of an ad hoc committee. Tina Cordova stated that she would like to participate in the search committee and noted that she already serves on the Executive Committee.

Arizona Jenkins asked whether Jim DeBeaugrine intended to seek the permanent Executive Director position. Danielle Towery responded that Jim has no interest in serving as the permanent Executive Director and will not apply for the position. Jim confirmed that he is willing to serve in the interim role to assist the Council through the transition but is too close to retirement to pursue the permanent position. He also noted that his contract could be extended if additional time was needed to complete the search.

Danielle Towery explained that the Council's bylaws designate the Executive Committee as the body responsible for hiring, evaluating, and terminating the Executive Director. She noted that creating an ad hoc search committee with hiring authority would require approval by the full Council because it would alter the responsibilities of a standing committee.

Jim DeBeaugrine suggested that, if an ad hoc committee were established, it could serve in an advisory capacity by conducting the search and reporting its recommendations to the Executive Committee, which would then make its recommendation to the full Council. Based on the

discussion, however, members indicated a preference for having the Executive Committee conduct the search.

Tina Cordova asked about staff representation during the recruitment process, expressing concern that staff members would not have an opportunity to provide input. Eddie Hall noted that staff are not members of the Executive Committee. Jim DeBeaugrine responded that, while staff would not have a voting role, they could participate in the process by attending meetings to provide input if requested. He also suggested that staff be given an opportunity to meet with and provide feedback on the finalists before a hiring decision is made. Arizona Jenkins emphasized the importance of maintaining an impartial process.

Monica reported that she and Danielle Towery had consulted with the Council's federal Technical Assistance office to ensure that the proposed recruitment process aligned with recommended practices. She stated that one recommendation was for staff to participate in a meet-and-greet with the finalists being considered by the Executive Committee.

Danielle Towery advised that she would provide the Executive Committee with a comprehensive recruitment checklist and guidance based on best practices. She stated that she would work with the Executive Committee to develop the recruitment timeline and process, including position advertising, recruitment locations, applicant pre-screening, interview procedures, interview panels, and other elements necessary to conduct the Executive Director search.

Eddie Hall called for any additional questions regarding the Executive Director search process. Hearing none, he requested a motion to determine whether the Executive Committee would serve as the search committee or whether an Ad Hoc search committee would be established.

Arizona Jenkins made a motion to recommend that the Executive Committee serve as the search committee. Yolanda Herrera seconded the motion. All members voted in favor, with no opposing votes or abstentions. The motion carried, and the Executive Committee was approved to serve as the search committee for the Executive Director recruitment process.

Eddie Hall presented additional Council updates and asked Sue Kabot to provide an update on the status of Council applications and the anticipated timeline for appointments.

Council Updates

Sue Kabot provided an update on the Council membership application process. She reported that she has been reviewing more than 100 Council applications. Given the ongoing Executive Director search, procurement activities related to the Five-Year State Plan, and the upcoming transition to a new Governor, the group recommends postponing further action on appointments until January 2027. Following the transition and the seating of the new Governor, a committee will be established to review the applications, incorporate Sue's preliminary screening, and make recommendations to the Governor's Office. Sue noted that immediate action on new appointments is not expected during the transition period.

Eddie Hall added that the appointment process has taken two to three years in some instances. Yolanda Herrera asked whether she could express interest in serving on the application review committee. Eddie Hall and Jim DeBeaugrine encouraged interested Council members to participate, noting that the agenda item was intended to identify additional members interested in supporting the review process.

Eddie Hall reviewed the Consent to Serve forms received for the upcoming Council officer elections. Arizona Jenkins submitted a Consent to Serve for Chair and Vice Chair, Carla Mercer submitted for Treasurer, and no nominations had been received for Secretary. Eddie Hall, Tina Cordova, and Sarah Goldman submitted Consent to Serve forms for the two At-Large positions. Eddie explained that two At-Large members will be elected by the Council, with one additional At-Large member appointed following the elections at the September Council meeting. He encouraged members to submit or update their Consent to Serve forms through the FDDC website by Thursday, July 16, 2026.

Eddie Hall asked if there were any additional questions. Sue Kabot requested that the Council be informed of a recent resignation. Eddie Hall announced that Enrique Escallon had submitted his resignation and is no longer serving as a Council member.

Public Comment

Eddie Hall called for public comment. There were no public comments.

Eddie Hall thanked the Executive Committee members for their participation and commitment to advancing the Council's work. He adjourned the Executive Committee meeting at 6:09 p.m.

**CONSULTING SERVICES AGREEMENT FOR
MANAGEMENT CONSULTANT and ACTING DIRECTOR**

This Consulting Agreement (the "Agreement") is made and entered into on this 1st day of July, 2026, by and between the FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC., a Florida Corporation Not-for-Profit, authorized by the Laws of Florida (the "Council"), and **REDFISH JIM ENTERPRISES, LLC** of Tallahassee, Florida (the "Consultant"). Collectively, the Council and the Consultant shall be hereafter be referred to as the "Parties".

NOW TIHEREFORE, for good and valuable consideration sufficiency and receipt of which is acknowledged by the Parties.

I. ENGAGEMENT OF CONSULTANT

Effective July 1, 2026, the Council shall retain the Consultant as its Management Consulting and Acting Director, and the Consultant shall accept this engagement upon the following terms and conditions.

II. INDEPENDENT CONTRACTOR RELATIONSHIP

The Consultant is an independent contractor and not an employee, agent, joint venturer, or partner of the Council. Nothing in this Agreement shall be construed to create an employer-employee relationship. The Consultant shall control the manner and means by which the Services are performed, subject only to the performance standards and deliverables established by this Agreement. However, such Services shall be provided in conformity with the Bylaws of the Council and Florida Law.

Except as necessary to meet Board-established deadlines, statutory obligations, deliverables, and established service standards, Consultant shall determine and control the method, sequence, and manner of performing Services.

Except as otherwise agreement, Consultant shall furnish Consultant's own office, computer equipment, communications equipment, and supplies.

The Consultant may provide services to other clients during the term of this Agreement, provided such services do not materially interfere with Consultant's obligations under this Agreement or create a conflict of interest under the requirements of the Bylaws or the laws of the State of Florida.

Consultant shall maintain commercially reasonable liability insurance and other insurance required by law.

III. TAXES AND BENEFITS

The Consultant shall be solely responsible for all federal, state and local taxes, self-employment taxes, licenses and assessments arising from the compensation paid under this Agreement.

The Consultant is not eligible for retirement benefits, health insurance, paid leave, unemployment benefits, workers' compensation benefits (except as required by law), or any other employee benefit offered by the Council.

III. SERVICES

The Consultant shall provide interim executive management services and leadership to accomplish the services described below. The Consultant shall coordinate with and provide reports to the Council Chairperson and Executive Committee.

The Consultant is generally responsible for overseeing and coordinating all fiscal, policy, planning, advocacy, program administration and staffing requirements. Additionally, the Consultant is responsible for assuring the Council's continued compliance with all federal and state statutes, rules and regulations associated with the Office of Intellectual and Developmental Disabilities, United States Department of Health and Human Services, and all federal and state statutes, rules and regulations applicable to the Council's maintenance of its status as a Not-for-Profit corporation. The Consultant shall also provide other reasonable services related to the purposes of the Council as the officers and directors of the Council may delegate to the Consultant or as may be provided for in the Bylaws of the Council or the Consultant's scope of work.

IV. FEES

Effective July 1, 2026, Consultant will begin serving as Management Consultant & Acting Director on a part-time basis through July 31, 2026. Consultant will be compensated at a rate of \$4,500 per month. Effective August 1, 2026, the Consultant will increase the level of services to approximately 40 hours per week, and compensation shall be increased to \$15,000 per month.

Additionally, the Council shall pay for Council-related travel in accordance with the Council's travel reimbursement policy, and such other fees and costs as are necessary to allow the Consultant to attend seminars, educational courses, profession-related association meetings, and such other meetings pertaining to Council business as may be appropriate and are approved by the Council's Chairperson..

V. TERM

The term of Agreement shall commence on July 1, 2026, and shall terminate on June 30, 2027 (twelve-months). This Agreement may be extended for a period of up to six-months *if* a new Executive Director has not been hired.

Notwithstanding the stated term of this Agreement or any provision regarding termination, the Parties acknowledge and agree that the Consultant is guaranteed a minimum of six (6) months of compensation in accordance with Section VI(3), unless this Agreement is terminated for Material Breach by the Consultant pursuant to Section VI(5).

VI. TERMINATION

This Agreement and the Consultant's engagement with the Council may be terminated as follows:

1. Termination by Expiration (Non-Renewal)

If this Agreement is not extended, the Consultant's engagement with the Council shall be deemed to be terminated upon the expiration date of this Agreement. The Consultant shall not be entitled to any additional fees upon expiration of the agreement. The Council shall have no further obligations to the Consultant, financial or otherwise, under the circumstances of this type of termination.

2. Termination Due to Loss of Funding (Insolvency)

Should funding of the Council under the Federal Developmental Disabilities Assistance and Bill of Rights Act, 42 U.S.C. S. 6001, et seq, not be authorized, or should the Council otherwise not continue to be sufficiently funded, this Agreement may be terminated by the Council, upon sixty (60) days advanced written notice to the Consultant. The determination of the continued sufficiency of funding shall be in the sole discretion of the Council. The Council shall have no further obligations to the Consultant, financial or otherwise, under the circumstances of this type of termination.

3. Termination without Cause by FDDC

The Council may terminate this Agreement without cause at any time upon sixty (60) days' prior written notice to the Consultant.

Notwithstanding any other provision of this Agreement, the Consultant shall be entitled to a guaranteed minimum of six (6) months of compensation under this Agreement. If the Council terminates this Agreement without cause before the Consultant has received compensation equal to six (6) months of payments due

under Article IV, the Council shall pay the Consultant, in a lump sum or in accordance with the regular payment schedule, the balance of the compensation necessary to provide the Consultant with the equivalent of six (6) months of compensation, less amounts previously paid under this Agreement.

For purposes of this Section, a termination without cause includes, but is not limited to:

- (a) the Council's decision not to approve, ratify, or continue this Agreement after the Consultant has commenced providing services at the request or direction of the Council or its Executive Committee;
- (b) the appointment or hiring of a permanent Executive Director or other organizational restructuring that eliminates or materially reduces the need for the Consultant's services;
- (c) changes in the Council's operational, strategic, or staffing decisions; and
- (d) any other termination initiated by the Council that is not based upon a Material Breach by the Consultant under Section VI(5).

The Council's obligation to pay the guaranteed minimum compensation shall survive termination of this Agreement. Except in the event of a termination for Material Breach pursuant to Section VI(5), the Consultant shall not be required to waive, release, or compromise any contractual rights arising under this Agreement as a condition of receiving the guaranteed compensation.

The Council agrees to defend, indemnify, and hold harmless the Consultant from any claims, liabilities, damages, costs, or expenses arising solely from the Council's decision to terminate this Agreement without cause, including any decision not to approve or ratify this Agreement or to appoint a permanent Executive Director, except to the extent such claims result from the Consultant's fraud, willful misconduct, or Material Breach of this Agreement.

4. Termination by Consultant

The Consultant may voluntarily terminate this Agreement at any time, upon a minimum of sixty (60) days advanced written notice. In the event of a Consultant-initiated termination, the Consultant shall be entitled to payment of the salary through the date of termination of engagement. The Council shall have no further obligations to the Consultant, financial or otherwise, under the circumstances of this type of termination.

5. Termination for Cause (Material Breach)

The Consultant's engagement with the Council may be terminated for cause due to a Material Breach of the Agreement. The Material Breach may come in various forms including but not limited to unsatisfactory performance of scope of work, the commission of a felony or misdemeanor related to the Consultant's engagement, or the commission of major violation(s) of the Council policies or repeat violations of its provisions.

In the event that the Consultant is cited for Material Breach, upon written notice thereof, the Consultant shall be given a period of sixty (60) days to attempt to remedy the stated deficiencies. If the Consultant fails to cure the deficiencies to the satisfaction of the Executive Committee within the stated period, or within an agreed upon extension of that period, the Consultant Agreement shall be terminated, effective at the end of the stated period within which the remedial action was to have occurred.

If the Material Breach is unrelated to the Consultant's performance or is of such a serious nature that an attempt to remedy the situation would be detrimental to the best interests of the Council, the Consultant's termination of engagement will be effective immediately upon the Consultant being so notified. The determination that the Material Breach shown is of such a serious nature that an effort to cure should not be given shall be in the sole discretion of the Executive Committee.

In the event of a Material Breach, the Consultant shall be entitled to payment of earned consulting fees through the date of termination of Agreement. The Consultant shall not be entitled to any additional fees. The council shall have no further obligations to the Consultant, financial or otherwise, under the circumstances of this type of termination.

VII. CONFIDENTIALITY AND WORK PRODUCT

The Consultant will provide the Council with a comprehensive list of current client relationships for full disclosure and transparency. In addition, the Consultant will sign a Conflict-of-Interest Acknowledgment provided by the Council.

All work product created or developed by the Consultant in connection with the Services under this Agreement shall be the exclusive property of the Council. Upon termination or expiration of this Agreement, the Consultant shall promptly deliver all Work Product and Council records in the Consultant's possession to the Council.

VIII. SEVERABILITY

If any provision of this Agreement, or any portion thereof, is held to be unlawful, invalid or otherwise unenforceable, the remainder of the Agreement, provision or portion thereof

shall be deemed severable, shall not be affected thereby, and shall remain in full force and effect.

IX. AMENDMENTS

This Agreement may be amended only upon the expressed written mutual agreement of both parties.

X. WAIVER OF DEFAULT

A failure by either party to insist upon strict performance by the other of any provision of this Agreement from time to time or to exercise any right hereunder, shall not be deemed a waiver of such right applicable to future conduct or the accrual of future rights.

XI. GOVERNING LAW AND DISPUTE RESOLUTION

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida and no other. The venue for any legal action or other proceeding which might arise from this agreement shall be Leon County, Florida. Any controversy or dispute which might arise between the Council and the Consultant relating to the terms and conditions of the Consultant's engagement with the Council; or this Agreement, its terms, or the enforcement thereof, shall be settled by binding arbitration. The conduct of any such arbitration proceedings shall take place in Leon County, Florida, and shall be in accordance with the Florida Arbitration Code, Chapter 682, Florida Statutes.

THE RESOLUTION OF ANY DISPUTE ARISING OUT OF THE TERMS OF THIS AGREEMENT OR AS A RESULT OF THE CONSULTANT'S ENGAGEMENT WITH THE COUNCIL SHALL BE THROUGH BINDING ARBITRATION PROCESS SET FORTH ABOVE AND THAT PROCESS SHALL BE THE EXCLUSIVE PROCEDURE UNDER WHICH THE PARTIES SHALL ADDRESS ANY SUCH DISPUTES.

XII. ENTIRE AGREEMENT

It is specifically stipulated by the parties that there are no verbal agreements or understandings between them affecting this Agreement, and that this Agreement constitutes the sole and entire agreement between the parties.

XIII. RATIFICATION

This Agreement shall be presented to the Council at its next noticed meeting for the purpose of ratification. Should the Council determine not to ratify the Agreement, then the Agreement shall end and the Consultant shall be compensated pursuant to the terms of this Agreement through the date of termination.

IN WITNESS WHEREOF, the parties hereto, lawfully authorized, have executed this Agreement, in duplicate, on the day and year first written above.

The Florida Developmental Disabilities Council, Inc

By: _____

NAME: Eddie Hall

TITLE: Chair of the Council

REDFISH JIM ENTERPRISES, LLC

By: _____

NAME: Jim DeBeaugrine

TITLE: Management Consultant and Acting Director

Jim DeBeaugrine has a distinguished career in public service and advocacy. He began his professional journey with the Florida House of Representatives, where he spent eight years as an analyst for the Health and Human Services Appropriations Committee and ten years as the staff director for the Justice Appropriations Committee.

Jim then transitioned to the Florida Agency for Persons with Disabilities, serving first as Deputy Director and later as Director. During his tenure, he spearheaded efforts that resulted in significant program reforms, including the development and legislative approval of the iBudget Florida waiver. This initiative strengthened person-centered practices in service planning and delivery and has been in effect since its passage in 2010. Jim is widely credited with restoring the agency's credibility with self-advocates, family members, and the Florida Legislature, and he was the first agency director to be confirmed by the Florida Senate in 2008.

Jim also served as the CEO of the Arc of Florida, where he led the organization and its local chapters through the challenges of maintaining critical services during the COVID pandemic. His leadership ensured that essential services continued to be provided to individuals with disabilities during this unprecedented time.

Currently, Jim is the owner and CEO of RFJ Governmental Consultants. He has been directly involved in securing significant funding, well in excess of \$500 million, for the iBudget waiver in the State of Florida over the past decade. He has also played a key role in several successful initiatives to reform laws affecting people with disabilities.

For the past year, he has served as a Legislative Advisor for the Developmental Disabilities Council. He took on additional responsibility advising the Council and Council Chair in issues related to governance and conducting Council meetings.

He is also active in numerous charitable causes. He serves as Chair of the board of the Family Cafe, a non-profit organization that organizes the largest cross-disability event in the country. He also chairs the Florida Birth-Related Neurological Injury Association (NICA), which was established by the Florida Legislature to provide lifetime health benefits and social supports to individuals and families affected by catastrophic birth injuries.

Jim is actively involved in several professional organizations. He is an alumni member of the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and Advancing States. These affiliations allow him to stay connected with industry leaders and remain abreast of industry trends and emerging issues at the Federal level that will affect individuals with disabilities and the organizations that serve them.

Jim holds both an undergraduate degree and a Master of Public Administration from The Florida State University. He resides in Tallahassee with his wife Susan and their three dogs. They have two grown children. In his spare time, he enjoys FSU athletics, saltwater fishing, and vegetable gardening.

Florida Developmental Disabilities Council, Inc.

FINANCE COMMITTEE MEETING

Wednesday, August 26, 2026

Zoom Meeting

<https://fddc.zoom.us/j/87878114520>

Meeting ID: 878 7811 4520

Passcode: 376744

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”.

AGENDA

5:30 p.m.	Call to Order Welcome & Roll Call	<i>Carla Mercer, Chair</i>
	Adopt the Agenda	<i>Carla Mercer, Chair</i>
5:35 p.m.	Approval of Minutes (A) Minutes for May 21, 2026**	<i>Carla Mercer, Chair</i>
5:40 p.m.	Review/Discussion of Financials (B) Budget/Actual 10/1/2025- 6/30/2026** (C) 2025-26 Budget Amendment**	<i>Carla Mercer, Chair</i> <i>Ben Moon, CFO-THF</i> <i>Monica Moye, COF</i>
5:45 p.m.	2026-27 Fiscal Year Budget (D) Mileage Reimbursement Rate Increase** (E) Budget Approval**	<i>Carla Mercer, Chair</i> <i>Ben Moon, CFO-THF</i> <i>Monica Moye, COF</i>
5:50 p.m.	Updates ➤ <i>Current Audit</i> ➤ <i>New Audit Firm**</i>	<i>Carla Mercer, Chair</i> <i>Ben Moon, CFO-THF</i> <i>Monica Moye, COF</i>
5:55 p.m.	Public Comment Meeting Adjourned	<i>Carla Mercer, Chair</i>

**** Items that require vote**

Florida Developmental Disabilities Council, Inc.
Finance Meeting Minutes
May 21, 2026

Committee Members Present: Carla Mercer; Enrique Escallon; Sarah Goldman; Charlotte Temple; Christina Cordova; Cherie Hall (DRF)

Council Members Present: Denise Anderson; Elly Hagen; Eddie Hall; Yolanda Herrera; Arizona Jenkins; Danielle McGill; Lauren Modawell; Michael Sayih; Victoria Zepp; Susan Nipper (APD); Leah Compagnone-Bolt (VR); Jennifer Zarcone (FCIC); Anna Simmons (DOH); Jean Sherman (UCEDD)

Council Members Absent: Kali Wilson, Patrica Bodiford (DOE), Frank Pate (AHCA), Kira Houge (Elder Affairs)

Staff Present: Susan Kabot; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn; Merle Barrett

Guests: Jim DeBeaugrine (FDDC Board Advisor); Personal care staff

I. Finance Committee

Roll call was taken and quorum was established.

Adoption of Agenda

Charlotte Temple made a motion to adopt the agenda; Enrique Escallon seconded. All members voted in favor; none abstained. The motion carried and the agenda was adopted.

Approval of Minutes

Tina Cordova noted that she was not in attendance at the previous Finance Committee meeting and requested that the minutes be amended to reflect her absence.

Sarah Goldman made a motion to approve the January 22, 2026, Finance Committee meeting minutes as amended. Enrique Escallon seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the January 22, 2026, meeting minutes were approved.

During discussion of the minutes, Enrique Escallon inquired about the status of the accounting manual referenced at the previous meeting. Monica Moye reported that the manual is still being updated. Once finalized, it will be incorporated into the audit update and reflected in future meeting minutes.

Adoption of Financials

Monica Moya turned the meeting over to Ben Moon of Thomas Howell Ferguson, P.A., who presented the financial reports, including the Profit and Loss Statement and the Budget-to-Actual Statement. Ben explained that the financial statements are prepared on an accrual basis and noted that expenses continue to be tracked and reported by class/grant under Grant 2501.

Ben also provided an update on the audit process, reporting that Thomas Howell Ferguson has submitted all requested documentation to the auditors and is working closely with them to complete the audit. The firm anticipates the audit will be finalized by the last week of June.

Enrique Escallon made a motion to approve the Budget-to-Actual Financial Statements and forward them to the Full Council for consideration. Charlotte Temple seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the Budget-to-Actual Financial Statements were approved for submission to the Full Council.

Carla Mercer called for public comment. Hearing none, she adjourned the Finance Committee meeting at 10:32 a.m.

At 10:33 a.m., the meeting returned to the State Plan agenda for final discussion and consideration.



Florida Developmental Disabilities Council, Inc.

Financial Reporting

For the period ending June 2026

Table of Contents

- Budget vs. Actuals
- Statement of Activity by Class

Florida Developmental Disabilities Council, Inc.

Budget vs. Actuals

October 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
Revenue		
4100 Grant - ADD	3,036,497.31	
4102 Grant - NACDD - Bridging the Gap	8,289.97	
Miscellaneous Income	15,390.58	
Total Revenue	\$3,060,177.86	\$0.00
GROSS PROFIT	\$3,060,177.86	\$0.00
Expenditures		
6000 Program Expense		
6010 Access to Services	169,268.23	600,000.00
6020 Home & Comm Based Del System	856,397.81	1,376,990.00
6030 Aging Caregivers TF	192,935.96	200,000.00
6040 Self Advocacy Leadership	411,788.57	579,435.20
6050 Reserve/Emerging Needs		60,111.00
6060 25 Advocacy & Communications	139,050.59	220,000.00
6070 NACDD - Bridging The Gap	8,437.77	
6071 Task Force Travel/Misc	122.52	5,000.00
Total 6000 Program Expense	1,778,001.45	3,041,536.20
9000 Administrative		
9001 Computer Expenses	55,819.82	87,639.00
9002 Dues	18,060.19	25,000.00
9003 Education/Training	309.28	5,000.00
9004 Insurance - General	10,880.46	16,962.00
9005 Office Expenses	17,423.86	15,270.00
9006 Payroll		
9006.1 Wages	569,744.51	900,486.00
9006.2 Payroll Taxes	45,071.89	69,277.00
9601 Payroll Processing Fee	1,010.00	2,350.00
9604 Workers Comp Insurance		1,531.00
Total 9006 Payroll	615,826.40	973,644.00
9007 Benefits		
9007.1 STD, LTD and Life	2,929.36	4,315.00
9007.2 Retirement	27,034.87	44,743.00
9007.3 Health Insurance	19,761.20	35,775.00
9007.4 Dental Insurance	879.60	1,736.00
9007.5 AFLAC	6,152.54	8,320.00
Total 9007 Benefits	56,757.57	94,889.00
9008 Professional Fees		
9008.1 Legal Fees	13,875.00	30,000.00
9008.2 HR Consultant	29,299.00	20,000.00
9008.3 Consultant	208,301.50	253,872.00
9008.4 Accounting	58,179.00	77,000.00
9802 Audit & 990	17,500.00	25,000.00

Florida Developmental Disabilities Council, Inc.

Budget vs. Actuals

October 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
Total 9008 Professional Fees	327,154.50	405,872.00
9009 Postage	280.13	3,500.00
9010 Employee Morale	245.20	1,500.00
9020 Rent	0.00	
9020.1 Building Rent	60,946.91	61,926.00
9020.2 Equipment Rental	2,956.74	6,000.00
Total 9020 Rent	63,903.65	67,926.00
9023 Telephone	2,159.19	7,000.00
9060 Travel Allocation		
9060.1 Council Meeting/Other - Members & Staff	90,228.80	112,000.00
9060.2 Member Travel - Other	871.45	5,500.00
9060.3 Travel Staff	634.77	5,500.00
9060.4 Travel Conference	9,604.25	15,000.00
Total 9060 Travel Allocation	101,339.27	138,000.00
9070 Board Development		6,000.00
Total 9000 Administrative	1,270,159.52	1,848,202.00
Total Expenditures	\$3,048,160.97	\$4,889,738.20
NET OPERATING REVENUE	\$12,016.89	\$ -4,889,738.20
Other Expenditures		
9100 Depreciation Expense	3,496.04	
Total Other Expenditures	\$3,496.04	\$0.00
NET OTHER REVENUE	\$ -3,496.04	\$0.00
NET REVENUE	\$8,520.85	\$ -4,889,738.20

Florida Developmental Disabilities Council, Inc.

Statement of Activity by Class

October 2025 - June 2026

	2501	BRIDGING THE GAP	UNRESTRICTED	TOTAL
Revenue				
4100 Grant - ADD	3,036,497.31			\$3,036,497.31
4102 Grant - NACDD - Bridging the Gap		8,289.97		\$8,289.97
Miscellaneous Income	6,869.73		8,520.85	\$15,390.58
Total Revenue	\$3,043,367.04	\$8,289.97	\$8,520.85	\$3,060,177.86
GROSS PROFIT	\$3,043,367.04	\$8,289.97	\$8,520.85	\$3,060,177.86
Expenditures				
6000 Program Expense				\$0.00
6010 Access to Services	169,268.23			\$169,268.23
6020 Home & Comm Based Del System	856,397.81			\$856,397.81
6030 Aging Caregivers TF	192,935.96			\$192,935.96
6040 Self Advocacy Leadership	411,788.57			\$411,788.57
6060 25 Advocacy & Communications	139,050.59			\$139,050.59
6070 NACDD - Bridging The Gap	1,738.76	6,699.01		\$8,437.77
6071 Task Force Travel/Misc	122.52			\$122.52
Total 6000 Program Expense	1,771,302.44	6,699.01		\$1,778,001.45
9000 Administrative				\$0.00
9001 Computer Expenses	55,819.82			\$55,819.82
9002 Dues	18,060.19			\$18,060.19
9003 Education/Training	309.28			\$309.28
9004 Insurance - General	10,880.46			\$10,880.46
9005 Office Expenses	17,423.86			\$17,423.86
9006 Payroll				\$0.00
9006.1 Wages	568,310.63	1,433.88		\$569,744.51
9006.2 Payroll Taxes	44,966.12	105.77		\$45,071.89
9601 Payroll Processing Fee	1,010.00			\$1,010.00
Total 9006 Payroll	614,286.75	1,539.65		\$615,826.40
9007 Benefits				\$0.00
9007.1 STD, LTD and Life	2,929.36			\$2,929.36
9007.2 Retirement	26,983.56	51.31		\$27,034.87
9007.3 Health Insurance	19,761.20			\$19,761.20
9007.4 Dental Insurance	879.60			\$879.60
9007.5 AFLAC	6,152.54			\$6,152.54
Total 9007 Benefits	56,706.26	51.31		\$56,757.57
9008 Professional Fees				\$0.00
9008.1 Legal Fees	13,875.00			\$13,875.00
9008.2 HR Consultant	29,299.00			\$29,299.00
9008.3 Consultant	208,301.50			\$208,301.50
9008.4 Accounting	58,179.00			\$58,179.00
9802 Audit & 990	17,500.00			\$17,500.00
Total 9008 Professional Fees	327,154.50			\$327,154.50
9009 Postage	280.13			\$280.13
9010 Employee Morale	245.20			\$245.20

Florida Developmental Disabilities Council, Inc.

Statement of Activity by Class

October 2025 - June 2026

	2501	BRIDGING THE GAP	UNRESTRICTED	TOTAL
9020 Rent	0.00			\$0.00
9020.1 Building Rent	60,946.91			\$60,946.91
9020.2 Equipment Rental	2,956.74			\$2,956.74
Total 9020 Rent	63,903.65			\$63,903.65
9023 Telephone	2,159.19			\$2,159.19
9060 Travel Allocation				\$0.00
9060.1 Council Meeting/Other - Members & Staff	90,228.80			\$90,228.80
9060.2 Member Travel - Other	871.45			\$871.45
9060.3 Travel Staff	634.77			\$634.77
9060.4 Travel Conference	9,604.25			\$9,604.25
Total 9060 Travel Allocation	101,339.27			\$101,339.27
Total 9000 Administrative	1,268,568.56	1,590.96		\$1,270,159.52
Total Expenditures	\$3,039,871.00	\$8,289.97	\$0.00	\$3,048,160.97
NET OPERATING REVENUE	\$3,496.04	\$0.00	\$8,520.85	\$12,016.89
Other Expenditures				
9100 Depreciation Expense	3,496.04			\$3,496.04
Total Other Expenditures	\$3,496.04	\$0.00	\$0.00	\$3,496.04
NET OTHER REVENUE	\$ -3,496.04	\$0.00	\$0.00	\$ -3,496.04
NET REVENUE	\$0.00	\$0.00	\$8,520.85	\$8,520.85

Florida Developmental Disabilities Council
2025-26 Proposed Budget Adjustment
Presented to Finance Committee - 8/26/2026



	2025-26 Approved Budget	AMD #	PROPOSED AMENDMENT	2025-26 Proposed Amended Budget
REVENUE				-
4101 - Grant - ADD	15,000.00			15,000.00
4102 - Grant - Bridging the Disability and Age Gap Grant	4,874,738.20		-	4,874,738.20
TOTAL REVENUE	4,889,738.20		-	4,889,738.20
EXPENSES				
9000 2026 Administrative				
9001 26 Computer Expenses	87,639.00			87,639.00
9002 26 Dues	25,000.00			25,000.00
9003 26 Education/Training	5,000.00			5,000.00
9009 26 Postage	3,500.00			3,500.00
9010 26 Employee Morale	1,500.00			1,500.00
9023 26 Telephone	7,000.00			7,000.00
Total Office Administrative	129,639.00		-	129,639.00
9004 26 Insurance - General**				
9004.1 26 D & O and Employment Liability	5,953.00			5,953.00
9004.2 26 Property - Crime - General/Professional Liability	7,025.00			7,025.00
9004.3 26 Umbrella	1,310.00			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	409.00			409.00
Total 9004 26 Insurance - General	16,962.00		-	16,962.00
9005 26 Office Supplies & Expenses				
9005.1 26 Bank Charges	2,250.00			2,250.00
9005.2 26 Supplies & Expense	13,020.00	A1	2,200.00	15,220.00
Total 9005 26 Office Supplies & Expenses	15,270.00	A1	2,200.00	17,470.00
9006 26 Payroll				
Payroll Processing Fee (QuickBooks)	2,350.00			2,350.00
9006.1 26 Wages	900,486.00			900,486.00
9006.2 26 Payroll Taxes	69,277.00			69,277.00
9604 26 Workers Comp Insurance	1,531.00			1,531.00
Total 9006 26 Payroll	973,644.00		-	973,644.00
9007 26 Benefits				
9007.1 26 AFLAC	8,320.00			8,320.00
9007.2 26 Dental Insurance	1,736.00			1,736.00
9007.3 26 Health Insurance	35,775.00			35,775.00
9007.4 26 Retirement	44,743.00			44,743.00
9007.5 26 STD, LTD and Life	4,315.00			4,315.00
Total 9007 26 Benefits	94,889.00		-	94,889.00
Total Payroll	1,068,533.00		-	1,068,533.00
9008 26 Professional Fees				
9802 Audit & 990	25,000.00			25,000.00
9008.1 26 Legal Fees	30,000.00			30,000.00
9008.2 26 HR Consultant	20,000.00	A2	21,326.50	41,326.50
9008.3 26 Consultant	253,872.00			253,872.00
9008.4 26 Accounting	77,000.00			77,000.00

Total 9008 26 Professional Fees	405,872.00	A2	21,326.50	427,198.50
9020 26 Rent				
9020.1 26 Building Rent	61,926.00	A3	4,536.91	66,462.91
9020.2 26 Equipment Rental	6,000.00			6,000.00
Total 9020 26 Rent	67,926.00	A3	4,536.91	72,462.91
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
Total 9060 26 Travel Allocation	138,000.00		-	138,000.00
9070 26 Board Development	6,000.00			6,000.00
Total 9000 2026 Administrative	1,848,202.00		28,063.41	1,876,265.41
6000 26 Program Expense				
6010 26 Access to Services				
#1074AS24C NADD - 6011 26 ASK Steering Committee & Research	200,000.00			200,000.00
#5086AS24B Mathematica - 6012 26 ASK Personas & Journey Mapping Expert Contact Dev	200,000.00			200,000.00
ASK Web-based Platform and Training	200,000.00			200,000.00
Total 6010 26 Access to Services	600,000.00		-	600,000.00
6020 26 Home & Comm Based Del System				
#5079HCS24 Mathematica- 6021 26 Best Practices in Case Management	225,000.00			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 Universtiy of Florida- 6024 26 Behavioral Therapist Shortage	300,000.00			300,000.00
#1076HCS24B NADD - 6025 26 Dual Diag Targeted Disparity	225,000.00			225,000.00
#5078HCS24C Florida Atlantic University - 6026 26 First Responder Training	149,990.00			149,990.00
Total 6020 26 Home & Comm Based Del System	1,376,990.00		-	1,376,990.00
6030 26 Aging Caregivers TF				
#1077AC24D Margaret Lynn Duggar & Associates - 6031 26 Aging Caregivers Roadmap Initiative	200,000.00			200,000.00
Total 6030 26 Aging Caregivers TF	200,000.00		-	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	300,000.00			300,000.00
#5083SA24B ASAN- 6044 26 Partners In Policy Curriculum Strand Travel	64,435.20			64,435.20
Total 6040 26Self Advocacy Leadership	579,435.20		-	579,435.20
6050 26 Reserve/Emerging Needs	60,111.00			60,111.00
6060 26 Advocacy & Communications				
#5082CC24E RBOA - 6061 26 Communications	150,000.00			150,000.00

6062 26 State Plan Goal Related #5080CC24G Dale DiLeo - Easy Read #5081CC24G Lingua - Sp Trans)	30,000.00			30,000.00
6063 26 Public Policy / Legislative Education	40,000.00	A4	2,568.26	42,568.26
Total 6060 26 Advocacy & Communications	220,000.00		2,568.26	222,568.26
Task Force Travel Misc	5,000.00			5,000.00
Total 6000 26 Program Expense	3,041,536.20			3,041,536.20
FY 25-26 Total Budget Amount	4,889,738.20		28,063.41	4,917,801.61
DIFFERENCE	-		(28,063.41)	(28,063.41)

...

NOTES

Amendment #1 - 9005 – Office Expenses

The budget line item is over due to unanticipated expenses incurred during the office move.

Amendment #2 - 9008.2 – HR Consultant

The budget line item is over due to continual issues and concerns, that required HR involvement. The total amount includes estimated cost for any needed services through fiscal year end (9/30).

Amendment #3 - 9020.1 – Building Rent

The budget line item is over due to an incurred expense called "Operating Expense Pass Throughs" that is assessed by Commercial Properties. The Council had never been assessed such fee since 2016, and was assessed upon the nonrenewal of lease by FDDC.

Amendment #4 - 6060.3 – Public Policy and Legislative Education

The budget line item is over due to all of the expenses incurred for DD Day. (e.g. hotel, parking, meals, event planner, etc)



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

Meal Allowance

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

Meals	Depart Before	Return After	Allowance
Breakfast	8:00am	10:00am	\$15.00
Lunch	12:00pm	2:00pm	\$15.00
Dinner	4:00pm	8:00pm	\$30.00

Lodging

- A traveler may not claim expense for lodging for overnight travel within 30 minutes of his or her official headquarters or residence, unless he or she obtains prior approval of the Chief of Operations and Finance with written justification.
- Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day unless fully justified in writing.
- Hotel rooms exceeding \$150 per night require justification by the traveler and prior approval by the Chief of Operations and Finance.
- FDDC will pay room rate for only the traveler.

Mode of Travel:

Automobile

- Travel by automobile if the destination is within 300 miles is strongly encouraged. Individuals traveling via automobiles are encouraged to use rental cars. If a rental car is used, the state rate through AVIS should be requested. Other carriers may be used if AVIS vehicles are not available or if a lower rate can be obtained. Carpooling is encouraged.
- There are 2 options available for reimbursement when using a **vehicle** for travel.
 - **Option 1 - Use a Rental Car**
The traveler will be reimbursed the daily rental cost of a midsize car, loss damage waiver protection (LDW), and the actual cost of gas. **Receipts required for rental car, LDW, and gas.**
 - **Option 2 – Use your personal vehicle and get reimbursed using standard mileage rate**
Individuals may use their personal automobile and shall be reimbursed at \$0.76 cents per mile. Mileage is allowed to the airport from actual point of origin when performing authorized travel. All mileage from point of origin to point of destination and return should be computed on the basis of the Official Road Map published by the State Department of Transportation or MapQuest or similar program.

Deleted: 67

Airfare

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



Rental Cars

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

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

Vicinity Mileage for Employees

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

Incidental Expenses

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

Adopted 7/96;

Amended 12/96, 4/97, 12/98, 6/01, 2/03, 3/04, 12/04, 3/05, 9/05, 1/06, 1/07, 1/08, 9/08, 1/09, 1/10, 1/11, 7/01/11, 1/18/13, 3/15/13, 5/17/13, 1/22/16, 5/17/16, 1/01/17, 4/01/17, 1/01/18, 2/02/18, 5/18/18, 1/01/19, 1/6/20, 1/1/2021, 12/21/2021, 5/13/2022, 7/1/2022, 1/01/2023, 01/01/2024, 9/19/2024, 11/14/2024, [10/1/2026](#)

Florida Developmental Disabilities Council		
Fiscal Year 2026-2027 Budget - Administrative and Programmatic (Combined), <i>proposed (8/26/2026)</i>		
9000 2027 Administrative	2026-27 Administrative Budget "proposed"	
9000.1 27 Computer Expenses	\$	100,000.00
9000.2 27 Dues	\$	27,000.00
9000.3 27 Education/Training	\$	5,000.00
9000.9 27 Postage	\$	3,000.00
9010 27 Employee Morale	\$	2,000.00
9023 27 Telephone	\$	1,000.00
Total Office Administrative	\$	138,000.00
9004 27 Insurance - General		
9004.4 27 D & O and Employment Liability	\$	5,953.00
9004.5 27 Property - Crime - General/Professional Liability	\$	7,025.00
9004.2 27 Umbrella	\$	1,310.00
9400 27 ERISA	\$	765.00
9004.3 27 Cyber Security	\$	1,500.00
9004.5 27 State of FL Policies	\$	409.00
Total 9004 27 Insurance - General	\$	16,962.00
9005 27 Office Supplies & Expenses		
9005.1 27 Bank Charges	\$	2,250.00
9005.2 27 Supplies & Expense	\$	15,070.00
Total 9005 27 Office Supplies & Expenses	\$	17,320.00
9006 27 Payroll		
Payroll Processing Fee (QuickBooks)	\$	2,350.00
9006.1 27 Wages	\$	1,135,901.00
9006.2 27 Payroll Taxes	\$	70,000.00
9604 27 Workers Comp Insurance	\$	1,924.00
Total 9006 27 Payroll	\$	1,210,175.00
9007 27 Benefits		
9007.5 27 AFLAC	\$	9,000.00
9007.4 27 Dental Insurance	\$	1,800.00
9007.3 27 Health Insurance	\$	67,000.00
9007.2 27 Retirement	\$	75,000.00
9007.1 27 STD, LTD and Life	\$	7,957.00
Total 9007 27 Benefits	\$	160,757.00
Total Payroll	\$	1,370,932.00
9008 27 Professional Fees		
9802 27 Audit & 990	\$	40,000.00
9008.1 27 Legal Fees	\$	30,000.00
9008.2 27 HR Consultant	\$	50,000.00
9008.3 27 Consultant	\$	225,000.00
9008.4 27 Accounting	\$	84,700.00
Total 9008 27 Professional Fees	\$	429,700.00
9020 27 Rent		
9020.1 27 Building Rent	\$	50,000.00
9020.2 27 Equipment Rental	\$	6,000.00
Total 9020 27 Rent	\$	56,000.00
9060 27 Travel Allocation		
9060.1 27 Council Meeting/Other - Members & Staff	\$	112,000.00
9060.2 27 Member Travel - Other	\$	5,500.00
9060.3 27 Travel Staff	\$	5,500.00
9060.4 27 Travel Conference	\$	15,000.00
Total 9060 27 Travel Allocation	\$	138,000.00

9070 27 Board Development	\$	6,000.00
Total 9000 2027 Administrative	\$	2,172,914.00
6000 27 Program Expense	2026-27 Programmatic Budget "Proposed"	
6010 Access to Services		
6010.3 - ASK Web-based Platform and Training	\$	200,000.00
6010.4 - Best Practices in Case Management and Measuring Service Quality	\$	300,000.00
Researching Provider Solutions (In-House)	\$	-
Total 6010 Access to Services	\$	500,000.00
6030 Aging Caregivers TF		
6030.2 - Housing for Aging Families Enabling Technology Services	\$	200,000.00
6030.3 - Aging Families Future Planning	\$	200,000.00
Total 6030 26 Aging Caregivers TF	\$	400,000.00
6080 Behavioral Health and Challenging Behaviors		
6080.1 - BCBA Competency Based Training and Curriculum	\$	300,000.00
6080.2 - Dual Diagnosis Training	\$	200,000.00
6080.3 - Training First Responders	\$	175,000.00
Total 6080 Behavioral Health and Challenging Behaviors	\$	675,000.00
6040 Self Advocacy Leadership (SAL)		
6040.1 - Stacey Hoaglund - Partners In Policymaking Coordinator	\$	65,000.00
6040.2 27 SAL TF Travel/Supports	\$	150,000.00
6040.3 - Pathways Resolutions Center dba OMS- Florida SAND	\$	300,000.00
6040.4 - Partners In Policy Curriculum Strand	\$	5,000.00
Total 6040 27Self Advocacy Leadership	\$	520,000.00
6050 27 Broad Systems Change/Emerging Needs	\$	-
6060 27 Advocacy & Communications		
6060.1 RBOA - Communications	\$	150,000.00
6060.2 26 State Plan Goal Related Lingua - Spanish Translation State Plan (Consultant)	\$	155,000.00
6060.3 27 Public Policy / Legislative Education	\$	45,000.00
Total 6060 27 Advocacy & Communications	\$	350,000.00
6071 Task Force Travel Misc	\$	5,000.00
6072 Programmatic Misc.	\$	60,111.00
Total 6000 27 Program Expense	\$	2,510,111.00
FY 27 Total Budget Amount	\$	4,683,025.00

List of Quotes Received for
RFQ # 2026-ADM-9800, Audit Services

1. **Richard, Harris, Ingram and Bozeman, P.C.**
7029 Halcyon Park Drive
Montgomery, AL 36117

Proposed Amount(s), by audit year (215 hours)

2025-26: \$36,300, up to an additional \$750 for out of pocket expenses

2026-27: \$39,300, up to an additional \$750 for out of pocket expenses

2027-28: \$42,500, up to an additional \$750 for out of pocket expenses

*****Median cost - \$40,117***

2. **James Moore**
1983 Centre Pointe Blvd.
#200
Tallahassee, FL 32308

Proposed Amount(s), by audit year (175 hours)

2025-26: \$38,500

2026-27: \$39,650

2027-28: \$40,875

*****Median Cost - \$39,675***

Selected/Recommended Firm:

James Moore & Co. based on firm fixed price, and overall *Median Cost.***

Florida Developmental Disabilities Council, Inc.

AUDIT BID PROPOSAL

**Fiscal Year Ended
September 30, 2026**

Florida Developmental Disabilities Council, Inc.

AUDIT BID PROPOSAL

Fiscal Year Ended September 30, 2026

Richard, Harris, Ingram and Bozeman, P.C.
Certified Public Accountants
7029 Halcyon Park Drive
Montgomery, Alabama 36117

Telephone (334) 277-8135

Contact: Lynne Bozeman, CPA

August 20, 2026

Florida Developmental Disabilities Council, Inc.

AUDIT BID PROPOSAL

For the Year Ended September 30, 2026

TABLE OF CONTENTS

	<u>Page Number</u>
LETTER OF TRANSMITTAL	
PROFILE OF FIRM PROPOSING	1
QUALIFICATIONS	1-2
SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE	3
FEES AND COMPENSATION	4
AUDIT STAFF RESUMES	5
SUMMARY OF CONTINUING PROFESSIONAL EDUCATION	6
PEER REVIEW REPORT	

Richard, Harris, Ingram and Bozeman, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

7029 Halcyon Park Drive
Montgomery, Alabama 36117

LYNNE BOZEMAN, C.P.A.
A. SCOTT LEE, C.P.A.

P.O. Box 241465
Montgomery, Alabama 36124-1465

MEMBER AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FRED A. RICHARD, JR., (1914-2002)
JACK S. HARRIS, (1927-2005)
SHELBY F. INGRAM, JR., C.P.A., P.F.S. (Retired)

PHONE (334) 277-8135
FAX (334) 277-8175
E-MAIL: cpaadvisor@rhibcpa.com

MEMBER ALABAMA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

August 20, 2026

Florida Developmental Disabilities Council, Inc.

BY ELECTRONIC TRANSMISSION

In connection with the annual audit of Florida Developmental Disabilities Council, Inc. for their year ended September 30, 2026, we respectfully submit bids as shown on the enclosed Audit Fee Proposal. This proposal provides for financial and compliance audits of the Florida Developmental Disabilities Council, Inc.'s books and records in accordance with generally accepted auditing standards as approved by the AICPA, Government Auditing Standards, and the *Uniform Guidance*, including the Data Collection Form, and preparation of IRS Form 990 tax filings.

The audit will be performed in accordance with U.S. Generally Accepted Auditing Standards (GAAS), the standards for financial audits, set forth in the U.S. Government Accountability Office's *Government Auditing Standards*, the Single Audit Act of 1984, as amended, and the Uniform Administrative Requirements, Cost, Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 CFR Part 200, Subpart F – Audit Requirements, as detailed in the included Scope of Services and Proposed Project Schedule, assuming the necessary data is available and auditable.

Our audit will be staffed with highly qualified audit professionals as further detailed in our following proposal. We feel that our audit experience will enable us to competently and efficiently complete the engagement.

Our firm's address and telephone number are included at the top of this letter. The primary contact will be Scott Lee who can be reached at those contact points or directly by email at slee@rhibcpa.com. We will be glad to discuss this proposal or answer any questions you may have regarding it at any time. Thank you for the opportunity for consideration for performing your annual audit. We look forward to working with you.

Respectfully submitted,



Scott Lee, CPA
For the firm of
RICHARD, HARRIS, INGRAM AND BOZEMAN, PC

PROFILE OF FIRM PROPOSING

Richard, Harris, Ingram and Bozeman, P.C. is a local firm established in 1948 operating from a single office located at 7029 Halcyon Park Drive, Montgomery, Alabama. The firm is organized as a professional corporation incorporated and licensed to operate in the State of Alabama. The professional members of our firm are properly licensed and certified by the local and state municipalities and the American Institute of Certified Public Accountants. The firm qualifies as a small business firm as defined by the Small Business Administration. The firm's audit and accounting practice primarily focuses on non-profits, small governments, small businesses, and individuals, providing a full range of accounting, business advisory and consulting, and tax preparation services to its clients.

Richard, Harris, Ingram and Bozeman, P.C. underwent an independent outside peer review of its audit and accounting practice in November 2023 for its review year ended May 31, 2023. The firm received a rating of *pass* from its reviewer, the highest level of performance reported. A copy of this report is provided. The firm also conducts in-house monitoring of its procedures and audit and accounting practice on an annual basis in years in which an outside peer review is not performed. The firm is currently preparing for its upcoming peer review in November 2026 for its review year ended May 31, 2026. The firm has not received any adverse peer review findings.

The firm has been performing audits and accounting for governmental and not-for-profit entities for over 40 years including federally funded entity audits under the *Single Audit Act* since 1985 and under *Government Auditing Standards* for more than 35 years. Our firm's practice covers many industries and services but has concentrations in not-for-profits (approximately 24% of audit and accounting hours) and governmental entities (59% of audit and accounting hours).

The firm's professional staff consists of 2 Shareholders, 1 Advanced Senior, and clerical staff. There have been no complaints against any member of the firm leveled by the Alabama State Board of Accountancy or any other regulatory authority nor any corrective action required. The firm has not been debarred by a federal agency and is not on the List of Parties Excluded from Federal Procurement or Non-Procurement Programs published by the U.S. General Services Administration.

All shareholders of the firm hold valid and active CPA licenses in good standing in the state of Alabama. Alabama is considered substantially equivalent as defined by F.S. 473.3141. The firm is enrolled in a peer review program pursuant to s 473.3125(4) F.S. The firm holds a valid and active CPA licenses in good standing in the state of Alabama and all shareholders are authorized for practice privileges through the firm. The firm expects to be in compliance with all registration and permit requirements to engage in the practice of public accounting in Florida.

QUALIFICATIONS

The firm has, in the most recent three-year period, audited nine not-for-profit corporations and six governmental entities (one governmental fund, 5 local school boards), many receiving federal financial assistance, as well as performing audits, reviews, and compilations for other organizations in the state of Alabama. We prepared not-for-profit tax filings for 7 organizations for the most recent 2025 filing season. Some of these entities audited and their contact persons follow.

Pike Road Volunteer Fire Protection Authority
(Governmental Fund, state funding, *Government Auditing Standards*)
Mr. Matt Missildine, Chief
P.O. Box 640099
Pike Road, Alabama 36064
(334) 271-1048
Fiscal years 2013 to present
Scott Lee served as engagement shareholder 2017 – present and senior auditor in years prior
Lynne Bozeman served as engagement shareholder 2013 – 2016 and engagement quality control reviewer in subsequent years

Autauga County Family Support Center
Ms. Merrill Carroll, Executive Director
(Not-for-profit organization, Federal and state funding)
113 W. Main Street
Prattville, Alabama 36067
(334) 361-4703
Fiscal years 2018 to present
Lynne Bozeman served as engagement shareholder all years
Scott Lee served as engagement quality control reviewer in all years

Jacksonville City Board of Education and Schools
(Local government activity, Federal and state funding, *Government Auditing Standards*)
Mrs. Sara Blount, Custodian of Funds
P. O. Box 248
Jacksonville, Alabama 36265
(205) 435-2196
Fiscal years 1992 through present
Scott Lee served as engagement shareholder 2017 – present and senior auditor 2006 - 2016
Lynne Bozeman served as engagement shareholder 1992 – 2016, federal programs auditor other years

Piedmont City Board of Education
(Local government activity, Federal and state funding, *Government Auditing Standards*)
Ms. Alicia Gilley, Custodian of Funds
502 Hood Street West
Piedmont, Alabama 36272
(256) 447-8831
Fiscal years 2000 through present
Scott Lee served as engagement shareholder 2017 – present and senior auditor 2006 - 2016
Lynne Bozeman served as engagement shareholder 1992 – 2016, federal programs auditor other years

Alabama Association of School Boards
Ms. Adrienne Edwards, CPA, Director of Finance and Operations
(Not-for-profit organization, quasi-governmental entity)
43 S. Jackson Street
Montgomery, Alabama 36104
(334) 386-9433
Fiscal years 2010 – 2012, 2016 – 2018, 2025 (contract for 2026, 2027)
Scott Lee served as engagement shareholder 2017 – present and senior auditor in years prior
Lynne Bozeman served as engagement shareholder 2010 – 2016 and engagement quality control reviewer in subsequent years

The noted foregoing audits were conducted under Government Auditing Standards and in accordance with the *Uniform Guidance*, where applicable. Scott Lee has served as engagement shareholder or as engagement quality control reviewer for all the foregoing engagements in previous years. We will be glad to provide additional information for additional non-profit and other clients serviced by the firm or for which Mr. Lee served as engagement shareholder upon request.

The individuals who would be supervising and/or performing the proposed job are Scott Lee, CPA, Shareholder, and audit staff familiar with governmental and non-profit audits with federal funds. Scott Lee will serve as the engagement shareholder for the audit with Lynne Bozeman as engagement quality control reviewer. (See included resumes). These and other personnel will be available throughout the year for consultation regarding technical, audit, tax, reporting and other issues. The firm also consults with experts outside the firm if needed. All members of Richard, Harris, Ingram and Bozeman, P.C. are independent with respect to the Florida Developmental Disabilities Council, Inc. A summary of continuing professional education for shareholders is included. The firm's policy is to advise an audit client of any changes in key personnel assigned to an audit immediately upon occurrence. The firm is in full compliance with the Standards for Quality Management Standards which require that professionals assigned to engagement possess necessary competence, experience, and resources to perform the work and that the firm's work is adequately performed, supervised, reviewed and monitored to be compliant with relevant standards. The system of quality management for the firm is updated as determined needed.

SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE

Richard, Harris, Ingram and Bozeman, P.C. will perform financial and compliance audits of the funds of the Florida Developmental Disabilities Council, Inc. Our approach to the audit will include planning the audit by reviewing and discussing internal controls, financial information and requirements of the federal funding, assessing audit risks, and addressing these issues and risks by our planned approach to testing balances, controls, and compliance. One of the most significant areas for audit in a federally-funded not-for-profit organization will be compliance with federal regulations regarding the use of federal funding received. These areas must be tested in enough detail to determine that compliance with laws, regulations, and grant agreements is indicated and no material misuse or probable repayment liability is evident. Receipts and disbursements, particularly payroll, payments to subrecipients and contractors, and program services will also be significant areas due to their materiality. Our procedures will include testing of policies, procedures, and transactions, as required, of federal funding for compliance with requirements set forth in OMB's Compliance Supplement as well as testing for compliance of federal funding with laws, regulations, and grant requirements and the *Uniform Guidance*. Based on our understanding of Florida Developmental Disabilities Council, Inc.'s internal controls from inquiries and internal control narratives and documentation provided by entity personnel, we will test these controls as needed. We will confirm balances of bank accounts, FDIC or other collateral coverage, and funding granted or received. Our examination will include inquiries and obtaining written representation of management regarding contingencies, liabilities, and other concerns. We will communicate with the Council at the beginning of audit procedures regarding our audit plan and at the conclusion of the audit relating to findings and recommendations. These communications will be by letter, but may also be in person or by phone if desired by the board. We will consult with your staff and management throughout the audit to request additional information, obtain clarification and context, and advise of any audit issues, findings of a significant nature or other pertinent issues that arise. If we should encounter suspected illegal acts or malfeasance, we will advise entity management and will report such to the Board verbally and in written form.

The primary purpose of the audit is to express an opinion on the financial statements. Such an examination is subject to the inherent risk that errors or irregularities, or deficiencies in internal control may occur and may not be detected. If conditions are discovered which lead to the belief that material errors exist, or if any other circumstances are encountered that require extended services, we will promptly advise appropriate management. It is anticipated in this proposal that records will be in an auditable condition at the onset of audit field work. No extended services will be performed unless they are authorized in a written agreement.

The audit will be made in accordance with Generally Accepted Auditing Standards as included in Statements on Auditing Standards and applicable AICPA audit guides published by the American Institute of Certified Public Accountants, and, additionally, Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act, OMB's Compliance Supplement, and the *Uniform Guidance*.

The audit field work will be performed remotely with the assigned staff of two persons for a period of approximately three weeks with follow up as needed at a mutually agreeable date as soon as possible in December through February. The audit will be planned by the engagement shareholder with input from senior audit staff prior to conducting audit field work. Our field work will be conducted by senior audit staff with supervision and participation in audit field work by engagement shareholder Scott Lee. All fieldwork and audit documentation including the financial statements will be prepared and reviewed by the senior auditor and by the engagement shareholder before submitting such for independent engagement quality control review by the reviewing shareholder (Lynne Bozeman) before providing a draft financial statement for your review and approval. After your approval, the requested number of financial statements will be bound and furnished to you with other required correspondence with expected delivery of such on or before March 1, 2027. The engagement shareholder will be available to attend Board meetings for discussions of the audit report and for consultation during the year, if desired.

FEES AND COMPENSATION

Estimated hours to complete the audit, Data Collection Form and Form 990 are expected to be approximately 215 hours. We anticipate out of pocket expenses to be \$750. The hourly billing rates anticipated in this proposal by staff classification are \$205 for shareholders, \$125 for audit staff and \$115 for administrative support. Our proposed fees for the audit of the financial statements, data collection form and Form 990 preparation for the current and subsequent 2 years are as follows:

September 30, 2026	\$36,300
September 30, 2027	\$39,300
September 30, 2028	\$42,500

AUDIT STAFF RESUMES

SCOTT LEE, CPA, Shareholder, Engagement Shareholder

- Masters of Business Administration with Accounting Option, Auburn University Montgomery, 2005
- Bachelor of Business Administration, Auburn University Montgomery, 2003
- Joined firm in 2006 following 3 years prior experience with other public accounting firms
Shareholder January 2017 to present
Active in all facets of firm practice – Audit, accounting, tax, financial planning, consulting
- Certified Public Accountant, October 2012
- Member AICPA, Alabama Society of CPAs, serving on Alabama Society of CPA's Ethics Committee 2018 - present
- 20 years audit experience including Single Audits and non-profits

In the last 5 years, Scott Lee has worked on audits of

- 6 local school boards, serving as engagement shareholder on 5
- 10 non-profits, serving as engagement shareholder on 9

LYNNE BOZEMAN, CPA, Engagement Quality Control Reviewer

- Graduated with honors, Troy State University, 1983, Bachelor of Science in Business Administration with emphasis in Accounting
- Joined firm (Richard, Harris and Ingram) in November 1983
Shareholder July 1991 to Present
Active in all facets of firm practice – Audit, accounting, tax, financial planning, consulting
- Certified Public Accountant, November 1985
- AICPA Certificate of Educational Achievement in Personal Financial Planning November 1992
- AICPA Certificate of Educational Achievement in Governmental Auditing and Accounting September 1994
- AICPA Advanced Single Audit Certificate September 2016, currently active
- Member AICPA, Member and Board of Directors of Alabama Society of CPAs, previously as its Chair June 2018 – May 2019
- Over 40 years of experience in auditing including over 35 years performing Single Audits

In the last 5 years, Lynne Bozeman has worked on audits of

- 6 local school boards, serving as engagement shareholder on 1
- 9 non-profits, where she served as engagement shareholder on 1 and engagement quality control reviewer on 8

SUMMARY OF CONTINUING PROFESSIONAL EDUCATION

SCOTT LEE, CPA, Shareholder, Engagement Shareholder

Topics -

Analytical Procedures
Common Reporting Deficiencies in Governments
Professional Ethics
Not-for-Profit Financial Reporting
Top 10 Mistakes in Not-For-Profit Financial Statements
Fraud Prevention
Governmental Accounting Standards Board Updates
Fraud and Cyber Insights for Non-Profits and Governments
Governmental Update
Government and Nonprofit Fraud and Controls to Stop Them
Critical Challenges in Governmental Accounting Today
A&A Focus and Updates
The Entity its Environment and Internal Controls
Statements on Quality Management Standards
Various tax and other topics

LYNNE BOZEMAN, CPA, Engagement Quality Control Reviewer

Topics -

Analytical Procedures
Common Reporting Deficiencies in Governments
Professional Ethics
Not-for-Profit Financial Reporting
Fraud Prevention
Governmental Accounting Standards Board Updates
Fraud and Cyber Insights for Non-Profits and Governments
Governmental Update
Government and Nonprofit Fraud and Controls to Stop Them
Critical Challenges in Governmental Accounting Today
A&A Focus and Updates
Statements on Quality Management Standards
The Entity its Environment and Internal Controls
GASB Reporting Entity: Component Units and Fiduciary Activities
Various tax and other topics

All professional members of the firm are in compliance with the continuing education requirements of *Government Auditing Standards*, completing at least 40 hours of continuing education that enhances their ability to perform audits of federally funded entities annually including 24 hours every 2 years directly related to auditing federally funded entities and at least 2 hours of professional ethics training annually.



SmithDukes

Report on the Firm's System of Quality Control

To the Owners of Richard, Harris, Ingram and Bozeman, P.C.
and the Peer Review Committee of the Alabama Society of Certified
Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Richard, Harris, Ingram and Bozeman, P.C. (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Richard, Harris, Ingram and Bozeman, P.C. in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Richard, Harris, Ingram and Bozeman, P.C. has received a peer review rating of *pass*.

Smith, Dukes and Buckalew, LLP

Smith, Dukes & Buckalew, LLP
November 20, 2023

Smith, Dukes & Buckalew LLP

Mobile: 3800 Airport Blvd, Ste. 101 / Mobile, AL 36608 / 251.343.1200 / Fax 251.344.0966 / smithdukes.com

Daphne: 6475 Van Buren Ave., Ste. 200 / Daphne, AL 36526 / 251.621.9600 / Fax 251.621.9608



Record of Reference Check

RFQ # and Name: 2026-ADM-9800 – Audit Services

Name of Offeror: Richard, Harris, Ingram, Bozeman, P.C.

Reference Agency: Pike Road Volunteer Fire Protection Authority

Reference Name: Robin Powell

Phone Number: 334-271-1048

Name of Person Completing the Reference Check: Tony Green

Date: 08/25/2026

Questions:

Do you have personal knowledge of work conducted by Richard, Harris, Ingram, Bozeman, P.C. ?

Yes X No

If no, can you identify another person in your organization who may have personal knowledge?
_____ (Stop interview and contact new name)

What period of time did Richard, Harris, Ingram, Bozeman, P.C. work or contract with your organization? Several Years

Were the work assignments or activities completed on schedule?

X Always
____ Usually
____ Some of the time
____ Rarely

Was Richard, Harris, Ingram, Bozeman, P.C. responsive to concerns that arose during the course of the work?

X Always
____ Usually
____ Some of the time
____ Rarely

How would you judge the quality of the work?

X Excellent
____ Good
____ Fair
____ Poor

Overall, what is your impression of Richard, Harris, Ingram, Bozeman, P.C. performance?

X Excellent
____ Good
____ Fair
____ Poor

Based on past performance, would you engage [offeror's name] again in the future? Yes X No

If no, please explain: _____

Do you have any additional comments? No

Thank you for your time and assistance.



Record of Reference Check

RFQ # and Name: 2026-ADM-9800 – Audit Services

Name of Offeror: Richard, Harris, Ingram, Bozeman, P.C.

Reference Agency: Autauga County Family Support Center

Reference Name: Merrill Carroll

Phone Number: 334-361-4703

Name of Person Completing the Reference Check: Tony Green

Date: 08/25/2026

Questions:

Do you have personal knowledge of work conducted by Richard, Harris, Ingram, Bozeman, P.C. ?

Yes X No

If no, can you identify another person in your organization who may have personal knowledge?
_____ (Stop interview and contact new name)

What period of time did Richard, Harris, Ingram, Bozeman, P.C. work or contract with your organization? 5 Years

Were the work assignments or activities completed on schedule?

X Always
___ Usually
___ Some of the time
___ Rarely

Was Richard, Harris, Ingram, Bozeman, P.C. responsive to concerns that arose during the course of the work?

X Always
___ Usually
___ Some of the time
___ Rarely

How would you judge the quality of the work?

X Excellent
___ Good
___ Fair
___ Poor

Overall, what is your impression of Richard, Harris, Ingram, Bozeman, P.C. performance?

X Excellent
___ Good
___ Fair
___ Poor

Based on past performance, would you engage [offeror's name] again in the future? Yes X No

If no, please explain: _____

Do you have any additional comments? Very responsive and happy with their work.

Thank you for your time and assistance.



FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

1203 Governors Square Blvd, Suite 602, Tallahassee, Florida 32301-2961

Phone (850) 488-4180 • Toll-Free (800) 580-7801

Fax (850) 922-6702 • TDD (850) 488-0956/(888) 488-8633

SELECTION CRITERIA SCORING FORM

Name of Company submitting proposal:

Richard, Harris, Ingram and Bozeman, P.C.

Proposal Review Process:

1. The proposal should be evaluated on the responsiveness of each applicant, consistent with the criteria published in the RFP.
2. The evaluator should write clear, purposeful, detailed review comments and assign scores that are consistent with the review comments.
3. The evaluator should sign and date the Selection Criteria Form.

Instructions for Scoring:

0 = no value; no response

1 = vendor has shown no capability, has ignored this area, or has so poorly responded to this criterion that understanding is not possible

2 = poor; vendor has demonstrated little or no direct capability, or has not adequately covered this area, but there is some indication of marginal capability

3 = basic acceptability; vendor demonstrates minimum capability

4 = good- very good; vendor has demonstrated more than adequate capability and a good approach - vendor has demonstrated very strong capability and a very good approach

5 = superior; vendor has demonstrated excellent capability and an outstanding approach

By signing this form, I am certifying that the I conducted a fair and objective review of the proposal identified on the form, and that the comments for each criterion support the scores that were assigned.

Selection Committee Member's Signature

Tony Green

Printed Name Tony Green

Date 08/25/2026

Review Criteria		Score
Criterion 1	Scope of Services	5
Criterion 2	Qualifications of the Firm	15
Criterion 3	Staffing	40
Criterion 4	Contract Price	30
Criterion 5	References	10
Total		100/100

Criterion #1: Scope of services (5 Maximum points)

The proposal contains sufficient information to determine that the offeror has understanding of the scope of services to be provided.

Rating Question #1.1: To what extent does the proposal contain information indicating the offeror's understanding of the audit objectives, FDDC's audit needs and timeline, and final products to be provided [(1) Audited financial statements, (2) Data collection form for reporting on Audits of States, Local Governments, and Non-Profit Organization, and (3) Return of Organization Exempt from Income Tax – Form 990.]?

#1.1 Score
(0-5 points) 5

Criterion 1: Overall Comments:

The proposal demonstrates a strong understanding of FDDC's audit objectives, needs, timeline, and required deliverables. It addresses the applicable financial and compliance requirements, outlines an appropriate audit approach, and identifies all three required final products: audited financial statements, the Data Collection Form, and IRS Form 990.

Total Score Criteria #1
(5 maximum points)

 5

Transfer score points to Criterion 1 on page 1

Criterion #2: Qualifications of the Firm (15 Maximum points)

Rating Question #2.1: Based on information presented in the proposal, to what extent do members of the offeror's firm have adequate experience, in the last 5 years, in conducting recent nonprofit and governmental audits?

#2.1 Score
(0-5 points) 5

Rating Question #2.2: Does the offeror's firm have an adequate system of quality control to ensure the audit is adequately performed as well as a peer review rating of 'pass'?

#2.2 Score
(0-5 points) 5 X 2 = 10
(Maximum of 10 points with weighting)

Criterion 2: Overall Comments:

The proposal demonstrates a strong level of relevant experience and quality control. Members of the offeror's firm have recent experience conducting nonprofit and governmental audits, including engagements involving federal funding and compliance requirements. The firm also has an adequate quality-control system, including internal review and an independent engagement quality-control review, and reports a peer review rating of "Pass."

Total Score Criteria #2
(15 maximum points)
15

Transfer score points to Criterion 2 on page 1

Criterion #3: Staffing (40 Maximum points)

Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in the area of nonprofit and governmental audits and are organized to meet the time frames established.

Rating Question #3.1: Based on information contained in the proposal, how qualified are the individuals assigned to the tasks/activities of this project to perform these required duties?

#3.1 Score
(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Rating Question #3.2: Based on information presented in the proposal, how much relevant experience in nonprofit and governmental audits do the staff assigned to the audit team have?

#3.2 Score
(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Rating Question #3.3: Based on information presented in the proposal, to what extent is the offeror organized to meet the timeframes established (i.e. is there enough staff; is support staff needed; is there adequate supervision for proposed tasks/activities; there is an ability to manage and successfully complete the functions required)?

#3.3 Score
(0-5 points) 5 X 2 = 10
(Maximum of 10 points with weighting)

Criterion 3: Overall Comments:

The proposal demonstrates that the submitted team has extensive experience and resources to successfully complete the audit within the required timeframe. Scott Lee, CPA, has 20 years of audit experience, including recent nonprofit and governmental audits, while Lynne Bozeman, CPA, has over 40 years of audit experience, including more than 35 years of Single Audits. The audit will be performed by these two staff members over an approximate three week time period, with quality-control review. Overall, the team is qualified to meet FDGC's requirements and deadlines.

Total Score Criterion #3
(40 maximum points)
40

Transfer score points to Criterion 3 on page 1

Criterion #4: Contract Price (30 Maximum points)

The proposal should state the fee for preparation of the following for the year ending September 30, 2026, 2027 and 2028: (1) Audited financial statements (2) Data collection form for reporting on Audits of States, Local Governments, and Non-Profit Organization, and (3) Return of Organization Exempt from Income Tax-Form 990. Total number of hours and corresponding billing rate for each staff classification as well as maximum fee should be reported.

Rating Question #4.1: To what extent is the budget for the above required items allowable, reasonable and necessary?

#4.1 Score

(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Rating Question #4.2: To what extent does the budget appear to be cost-effective and sufficient to carryout the items listed above?

#4.2 Score

(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Criterion 4: Overall Comments:

The proposed budget appears reasonable, and sufficient to complete the required services. The estimated 215 hours and proposed staffing should provide enough resources for the audited financial statements, Data Collection Form, and Form 990, with fees that are appropriate for the scope of work. The budget seems reasonable and should provide enough funding to complete the work.

Total Score Criterion #4
(30 maximum points)

30

Transfer score points to Criterion 4 on page 1

Criterion #5: References (10 Maximum points)

At a minimum, two references will be contacted to obtain recommendations of the offeror's current and/or past performance.

Criterion 5: Overall Comments:

Both references were very positive and spoke highly of the vendor.

#5.1 Score
(0-5 points) 5 X 2 = 10
(Maximum of 10 points with weighting)

Total Score Criterion #5
(10 maximum points)
10

Transfer score points to Criterion 5 on page 1



We're of Service to Those Serving Others

PROPOSAL TO PROVIDE
AUDIT SERVICES TO
FLORIDA DEVELOPMENTAL DISABILITIES
COUNCIL, INC.



1983 Centre Pointe Blvd., #200
Tallahassee, FL 32308
850.386.6184
www.jmco.com



*Proposal to Provide
Audit Services to*

Florida Developmental Disabilities Council, Inc.
For the fiscal year ending September 30, 2026,
with an option for renewal

Legal Name **James Moore & Co., P.L.**

FEIN 59-3204548
1983 Centre Pointe Blvd., #200
Tallahassee, FL 32308

Phone: 850.386.6184

Fax: 850.422.2074

www.jmco.com

Contacts **Corinne LaRoche, CPA**

Engagement Partner

Corinne.LaRoche@jmco.com

Kevin Warren, CPA

Lead Director

Kevin.Warren@jmco.com

August 21, 2026

A. Letter of Transmittal

August 21, 2026



Florida Developmental Disabilities Council, Inc.
1203 Governors Square Boulevard, Suite 602
Tallahassee, FL 32301

Dear Members of the Evaluation Committee,

James Moore & Co., P.L. (James Moore) is pleased to present this proposal to provide audit and tax services to the Florida Developmental Disabilities Council, Inc. (FDDC) for the fiscal year ending September 30, 2026. We appreciate the opportunity to meet with you, learn more about FDDC, and gain a deeper understanding of your expectations for audit services. Our team valued the candid discussion about your current audit experience, operational priorities, and future goals, and we look forward to demonstrating how our approach can support FDDC's needs.

During our conversation, one message came through clearly: technical competence is expected, but responsiveness, communication, and timely delivery are what ultimately define a successful audit relationship. We heard your concerns regarding delayed audit completion, changing engagement personnel, repeated handoffs, and the resulting loss of institutional knowledge. We also understand the challenges created when leadership must continually follow up with auditors to keep an engagement moving forward.

Our team believes an audit engagement should never feel like something that has to be managed by the client. Instead, the audit firm should provide a clear plan, maintain momentum throughout the engagement, communicate proactively, and provide regular status updates so management and the Board remain informed at every stage of the process.

We were encouraged to learn that your accounting operations are stable, with monthly financial reporting processes in place, day-to-day accounting functions running smoothly, and no major organizational changes anticipated in the near future. With that strong foundation, our objective would be to deliver an audit process that is organized, collaborative, and efficient, allowing your team to focus on the mission of FDDC rather than the administration of the audit.

We also understand the importance of meeting reporting deadlines and ensuring audits do not lose traction. Our approach emphasizes early planning, clearly defined milestones, consistent communication with management, and accountability throughout the engagement lifecycle. Whether working remotely or onsite, we utilize technology and project management tools that help keep requests organized, provide visibility into engagement status, and facilitate timely resolution of outstanding items.

Just as important, we recognize the value of relationship continuity. We intentionally structure engagements to provide stability and preserve institutional knowledge from year to year. Our clients value having a team who understands their organization, remembers prior discussions, and can build upon that knowledge each audit cycle rather than starting over.



Finally, we believe our culture and ownership structure set us apart. James Moore remains an independent firm. We have not accepted private equity investment, nor do we have plans to do so. This independence allows us to focus on long-term client relationships, service quality, and the success of our clients rather than short-term investor demands. Our decisions are driven by what is best for our clients and our people, and we believe that stability translates directly into a better client experience.

We appreciate your consideration and would welcome the opportunity to serve the Florida Developmental Disabilities Council. Thank you again for your time and thoughtful discussion. We look forward to the possibility of partnering with you and helping provide the responsive, timely, and reliable audit experience you are seeking.

Let's see what the future has in store for us!

Sincerely,
JAMES MOORE & CO., P.L.

A handwritten signature in black ink, appearing to read 'Corinne LaRoche', with a stylized flourish at the end.

Corinne LaRoche, CPA
Partner



B. Table of Contents



AT YOUR SERVICE.
ALWAYS.

A. Letter of Transmittal..... 1

B. Table of Contents..... 3

C. Profile of Firm Proposing 4

 About James Moore & Co.....4

 License to Practice in the State of Florida.....5

 Office Locations6

 Firm Affiliations and Awards.....7

 James Moore Gold: Our Approach to Service Delivery8

 The James Moore Difference.....9

D. Qualifications10

 Nonprofit Services Team 10

 Experience Serving Nonprofit Entities11

 Proposed Team Organizational Structure and Résumés.....16

 Changes in Key Personnel22

 Nonprofit and Governmental Auditing Professionals.....23

 Peer Review24

 References.....26

E. Scope of Services and Proposed Project Schedule.....27

 Understanding of the Scope of Services.....27

 Engagement Approach28

 Proposed Timeline29

F. Fees and Compensation 30

C. Profile of Firm Proposing

About James Moore & Co.

Every day you go above and beyond. So do we.

We Are Moore

As in, James Moore. But also as in, we exceed expectations in ways other accounting practices can't. Delivering more for our clients is always how we've conducted business. That's what led James "Jim" F. Moore to launch our firm in 1964. And we're proud to carry on that legacy today.

Satisfaction Guaranteed

(Yours, not ours.)

Our aim is to make clients as happy and satisfied as possible. But doing that means not being satisfied with our level of accounting knowledge or the amount of services we provide. It's a commitment to bettering ourselves. To go above and beyond every day. Just like you.



Offices

Back in the day, we were a sole proprietorship. Since then, we have steadily grown into a **regional accounting firm** with offices in:

- » Daytona Beach
- » DeLand
- » Gainesville
- » Ocala
- » Tallahassee



James Moore & Co.

- » Licensed as a Florida certified public accounting firm
- » Professional Limited Liability Company
- » Founded in 1964
- » For over 60 years we have provided accounting, auditing, and consulting services to help our clients achieve their goals (and by and large, we've succeeded!)



Our People

- » Professional, highly skilled, and unique individuals (they're also our primary asset)
- » Focused on creating exceptional career opportunities for our people (when they grow, we grow!)
- » Recruited from local universities who graduated in the top 25% of their graduating class
- » An equal employment opportunity company with a culturally and ethnically diverse workforce



Services

- » Assurance
- » CFO Consulting
- » Data Analytics
- » HR Solutions
- » Outsourced Accounting Services
- » Tax Planning and Compliance
- » Technology Solutions
- » Transition Planning
- » Wealth Management

License to Practice in the State of Florida

James Moore operates as a Florida Professional Limited Liability Company. Following is a copy of our State of Florida Board of Accountancy Business License, which applies to each of the firm's offices. In addition, each individual assigned to your engagement is properly licensed to practice in the state of Florida.

James Moore has provided continuous auditing services for nonprofit organizations for over 60 years.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida
dbpor

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY
THE ACCOUNTANCY CORPORATION HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES
JAMES MOORE & CO., P.L.
5931 NW 1ST PLACE
GAINESVILLE FL 32607-2063
LICENSE NUMBER: AD0015868
EXPIRATION DATE: DECEMBER 31, 2027
Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)
ISSUED: 12/30/2025
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.



5 STATEWIDE LOCATIONS & GROWING



Our firm is organized and governed by industry and service line teams rather than by office-based specialization. **Each of our offices provides the same full range of services**, with office locations functioning primarily as physical workspaces rather than as centers of specialized expertise.

In addition to our office-based professionals, we employ remote team members who are fully integrated into our industry and service line teams. These professionals work seamlessly alongside office-based staff and are staffed on engagements based on their skills, experience, and role within the relevant service team—not their physical location.

For this engagement, we will assign **five full-time professionals** from our **Nonprofit Services Team**, with our **Tallahassee** office serving as the administrative base for engagement coordination and the issuance of audit reports.

Our firm-wide use of technology enables efficient collaboration among office-based and remote professionals alike, enhancing communication, improving efficiency, and ensuring consistent, high-quality outcomes for

Employees by Office

	Firmwide	Daytona Beach	DeLand	Gainesville	Ocala	Tallahassee
Members (Partners)	18	5	1	10	1	1
Directors, Managers	62	21	4	26	2	9
Accounting Staff	80	20	3	37	5	15
Accounting & Controllershship Staff	36	5	0	20	1	10
Technology Services Staff	22	5	1	14	1	1
Administrative Staff	43	8	4	20	0	11
TOTAL	261	64	13	127	10	47
CPAs	75	22	2	35	2	14

The Attention of a Regional Team

The Gravitas of an International Firm

When you hire James Moore, regional firm service comes with big firm backup. Our affiliations and memberships provide us with resources and networks around the world. So, we keep our knowledge up to date and can reach out to additional experts whenever it will benefit you.

Statewide Affiliations

James Moore is a member of the Florida Institute of Certified Public Accountants (FICPA), including the State and Local Government Section.



National & International Affiliations

Our firm is a member of the American Institute of Certified Public Accountants (AICPA). In addition, James Moore is a member of AGN International, an association of independent accounting firms represented in more than 80 nations around the world, complementing our ability to serve our clients. This affiliation provides access to a wide array of resources, management tools, educational opportunities, and professional experience. Our connection with AGN International enhances our ability to support and better serve our clients through a continuous exchange of information and resources.



AICPA Not-for-Profit Section

Because of our dedication to serving not-for-profit organizations, our firm is a member of the AICPA Not-for-Profit Section. Membership provides support and resources for Not-for-Profit professionals and business advisors.



Recognitions aren't about giving ourselves a pat on the back. They're about serving you as best we can. That said, our dedication to personal service has caught the attention of the industry. We're extremely humbled by the recognition and inspired to live up to it every day.

- » Named by *Forbes Magazine* as one of **America's Top Recommended Tax & Accounting Firms** since 2020.
- » *Accounting Today* named James Moore the **#1 Best Firm for Women** in 2020 and a **Best Accounting Firm to Work For** multiple times since 2015.
- » Recognized as a **Best Firm for Women** and a **Best Firm for Equity Leadership** by the Accounting MOVE Project.
- » *Florida Trend* has ranked James Moore as one of the Top 25 Accounting Firms in Florida since 2014.
- » *INSIDE Public Accounting* recognized James Moore as a **Top 200 Firm** since 2010 (15 years running!), and a **Best of Best Firm** and **Fastest Growing Firm** multiple times since 2019.

These recognitions reflect not only growth, but stability, leadership, and a culture that prioritizes excellence.



James Moore Gold: Our Approach to Service Delivery

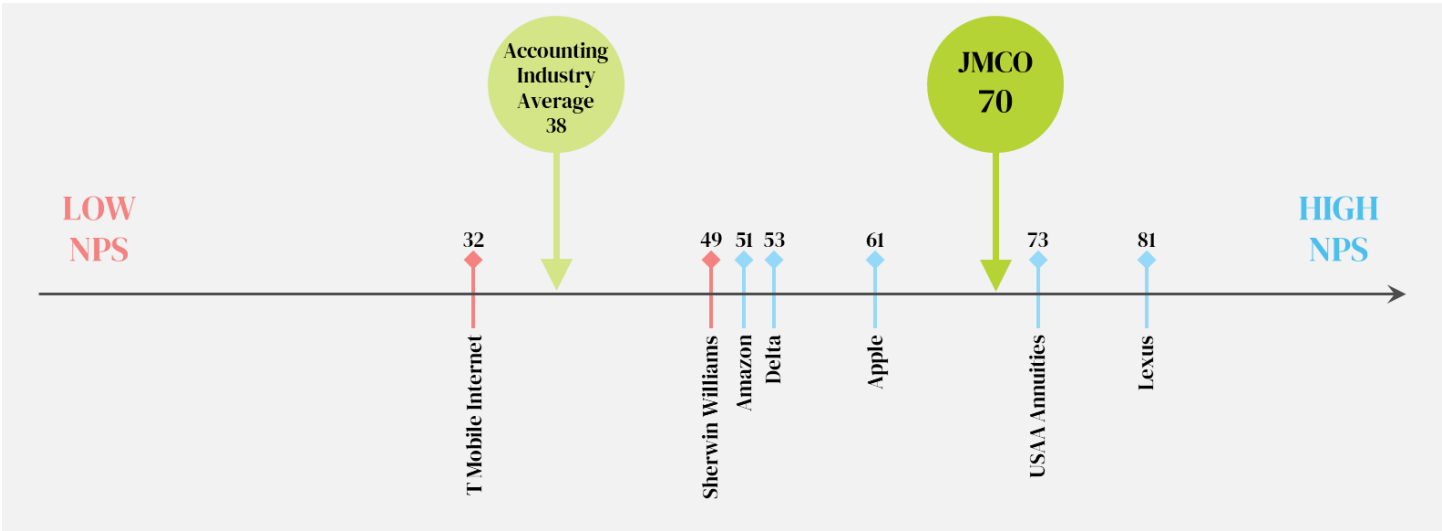
At James Moore, you'll see our commitment to outstanding service in every aspect of our work. It's in the big things, like delivering accurate financial statements. It's in the little things, like returning your phone call right away. And with James Moore Gold, our time-tested consistent approach to service, we can ensure quality across the board.

-  **Communication** - We return emails and voicemails within 24 hours. You'll have a dedicated team member as the main point of contact, we'll also ensure you meet each member of the team in person.
-  **Planning** - Our engagements begin with a smooth transition plan that educates our team, applies fresh perspective, and mitigates incorrect assumptions. At the end of this phase we move ahead with a deep understanding of your past, present, and future operations.
-  **Implementation** - Lean Six Sigma is a core component of how we work. This approach improves service and timeliness by eliminating waste from our processes, ultimately resulting in a more meaningful and impactful engagement that takes less time, without jeopardizing quality.
-  **Technology** - James Moore leverages technology to the fullest extent. From the industry-leading technical software (CCH ProSystem Fx and CCH Axcess), to video conferencing and file transfer tools used to manage communications, we maintain enterprise level technology comparable to national firms.
-  **Security** - To defend against data breaches and cyber attacks, data security and protection are a top priority. We work with Microsoft to ensure our IT team carries the highest levels of certification available. It's our way of making sure we have the most up-to-date knowledge of Microsoft products and systems.
-  **Continuous Feedback** - We initiate periodic meetings to communicate our results, to ensure we're meeting your expectations, and to make any necessary adjustments to the engagement. We care to know how you're doing, how we're doing, and what we can do to serve you even better.

Technical Expertise and Personal Service - The Best of Both Worlds

We're much more than just a compliance shop; we're focused on the entire picture of your operations – addressing your overall organization goals as well as your audit and accounting matters. With James Moore, you get a stellar combination of client service, technical knowledge, and world-class expertise with the accessibility you'd expect from a local service provider.

While our expertise speaks for itself, it's our commitment to client service that sets us apart. But don't just take our word for it...**a recent survey found that our clients are almost twice as likely than the industry average to recommend us to their friends and colleagues.** This is according to our Net Promoter Score (NPS) – a leading indicator of customer experience and business growth recognized around the world.



Source: NPS Prism 2024 US Benchmarks Report

The James Moore Difference

At James Moore, we're not just focused on the numbers, we're focused on the experience. While our audit process is driven by standards, compliance, and technical excellence, our client relationships are built on trust, transparency, and something often missing in this industry: humanity.

This page is about the part of the engagement that can't be quantified but always gets noticed. It's how we show up, how we communicate, how we partner, and why clients come back year after year.

Our People, Your Partners

We hire smart, dedicated professionals, and encourage them to bring their full selves to the engagement. That means you get a team who's technically sharp, approachable, and deeply invested in your success. We prioritize continuity year after year, so you're not reintroducing your processes to new faces every cycle.

You'll know your team, and they'll know you, because that's how effective collaboration starts.

No Surprises. Ever.

One of our core engagement philosophies is simple: if something's going to show up in the report, you'll hear it from us first. We maintain a no surprises policy, ensuring open lines of communication, regular status updates, and proactive outreach when anything changes. From engagement kickoff to fieldwork to wrap-up, you'll always know where things stand.

Technology That Works—For You

We bring a modern approach to every engagement, powered by tools that reduce burden, enhance insight, and keep your data secure.

- » **Suralink:** Real-time client collaboration through request tracking, role-based tasking, and dashboard visibility.
- » **AI-Enhanced Reviews:** We leverage automation to streamline document review and focus human judgment where it counts.
- » **Cloud Platforms:** Secure, paperless workflows with tools like CCH Axcess and Power BI help keep everything moving and visible.

But we never let technology replace a good conversation. When the dashboard stops and decisions begin, we pick up the phone.

What You Can Expect From Us

- » A unified, collaborative team that respects your time
- » A seamless blend of technical rigor and genuine partnership
- » Humor, humility, and high standards
- » Clear next steps, timely deliverables, and great energy

The bottom line: We'll follow the standards and perform a highly effective audit. But we'll also make sure you feel supported, informed, and even a little inspired along the way.

This is what it means to work with James Moore.



D. Qualifications

Nonprofit Services Team

Serving those who serve others since 1964

Nonprofits were some of our very first clients, so we've always had a special place in our hearts for them. In fact, they represent more than 25% of our accounting and auditing business. Over time, we've observed the evolving challenges and shifts in this sector—variations in grant funding and donations, the rising demand for services, and the heightened need for transparency and regulatory scrutiny. We continually tailor and enhance our services to align with our clients' requirements.

We take immense pride in standing by you and championing your endeavors to uplift the community.



Our team knows nonprofits

We know having the best people working on your behalf yields the best results. Which is why we have a Nonprofit Services Team solely focused on helping organizations like yours navigate the shifting winds of the industry. It's a group headed up by James Moore partners as well as CPA directors and managers with decades of experience.

Experience Serving Nonprofit Entities



Our Nonprofit Services Team currently serves over 300 nonprofit organizations throughout Florida. Our experience encompasses a wide variety of services, including financial auditing, tax preparation, donor-advised funds, charitable gift annuities, and endowments with the following nonprofit (current and former) clients:

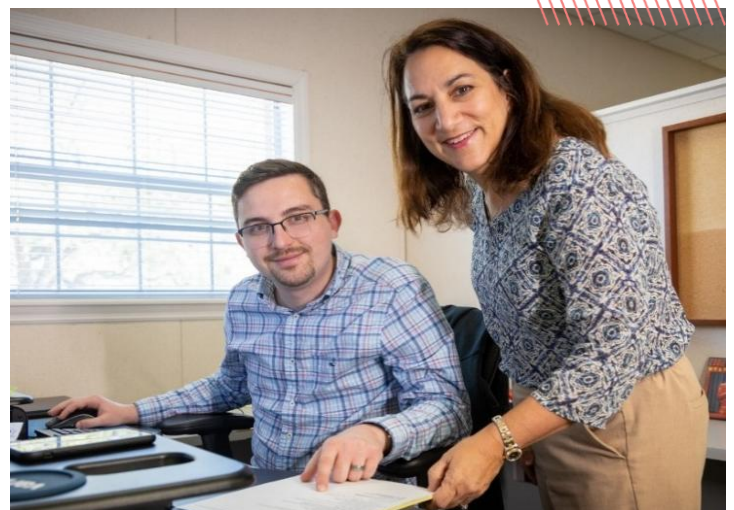
- » 100 Healthy Minds Foundation, Inc.
- » 2-1-1 Big Bend, Inc.
- » 71MVP, Inc.
- » A H Disability P.A.
- » Abiding Savior Lutheran Church and School
- » Ability 1st
- » Ability Housing, Inc.
- » Academic Evaluation Services, Inc.
- » Academy for Five Element Acupuncture, Inc.
- » Aces in Motion
- » Action Pact, Inc.
- » Adult and Community Educators of Florida, Inc.
- » Advanced Technology Center
- » Aeon Baptist Church
- » AGN International - Americas, LLC
- » AGN International - North America
- » The Agricultural and Labor Housing Development Corporation, Inc.
- » The Agricultural and Labor Program, Inc.
- » Agriculture Scholarship Centre for Basis Trading Education, Inc.
- » Alachua County Humane Society, Inc.
- » Alachua County Library District Foundation, Inc.
- » Alachua Habitat for Humanity
- » Alpha Tau Omega Fraternity
- » Alternative Housing, Inc.
- » Altoona School, Inc.
- » Altrusa House of Gainesville Florida, Inc.
- » Amateur Athletic Union of the United States, Inc.
- » America's Second Harvest of the Big Bend, Inc.
- » American Red Cross Capital Area Chapter
- » Anchorage Children's Home of Bay County, Inc.
- » Anchorage Foundation, Inc.
- » Andrew J. Semesco Foundation, Inc.
- » Animal Shelter Foundation
- » Another Way, Inc.
- » Anthem Church
- » Arbor House, Inc.
- » The Arc of Alachua County, Inc.
- » The Arc of Florida, Inc.
- » The Arc of St. Lucie County
- » The Arc Sunrise of Central Florida, Inc.
- » The Arc Volusia, Inc.
- » Area Agency on Aging for North Florida, Inc.
- » Area Management Coalition for School Readiness, Inc.
- » Ascension Foundation, Inc.
- » Association of Florida Colleges, Inc.
- » Atlantic Center for the Arts
- » Bay Area Legal Services, Inc.
- » Bay, Franklin, Gulf Healthy Start Coalition, Inc.
- » The Belmont Academy, Inc.
- » Bert Fish Foundation, Inc.
- » Big Bend Cares, Inc.
- » Big Bend Community Based Care, Inc.
- » Big Bend Habitat for Humanity, Inc.
- » Big Bend Homeless Coalition, Inc.
- » Big Bend Jobs and Education Council, Inc.
- » Big Bend Regional Healthcare Information Organization, Inc.
- » Big Brothers Big Sisters of the Big Bend, Inc.
- » Bikers Against Drunk Drivers
- » Biscayne MycroSchool, Inc. DBA Biscayne High School
- » Blue Angels Foundation, Inc.
- » Blue Jay Academy South Daytona, Inc.
- » Bodor Family Foundation, Inc.
- » Bond Community Health Center, Inc.
- » Boys and Girls Club of Alachua County, Inc.
- » Boys and Girls Club of Volusia Flagler County, Inc.
- » Brehon Institute for Family Services, Inc.
- » Brevard CARES, Inc.
- » Brevard County 4-H Association
- » Brevard Prevention Coalition

- » Burns Science and Technology Charter School, Inc.
- » The Burton and Sandra Reed Family Foundation, Inc.
- » Byrneville Elementary School, Inc.
- » Cade Museum Foundation
- » Calhoun County Senior Citizens Council, Inc.
- » Camp Silver
- » Canvas Church FL, Inc.
- » Capital Area Community Action Agency, Inc.
- » Capital Area Healthy Start Coalition, Inc.
- » Capital City Youth Services, Inc.
- » Capital Medical Society Alliance, Inc.
- » Capital Medical Society Foundation, Inc.
- » Capital Medical Society, Inc.
- » Capital Region Young Men's Christian Association, Inc.
- » Care Diversified of Lake County, Inc.
- » CareerSource Brevard Flagler Volusia
- » CareerSource Capital Region
- » CareerSource Chipola
- » CareerSource Escarosa
- » CareerSource Flagler Volusia
- » CareerSource Florida
- » CareerSource Florida Crown
- » CareerSource Gulf Coast
- » CareerSource Heartland
- » CareerSource North Central Florida
- » CareerSource Okaloosa Walton
- » CareerSource Pasco Hernando
- » CareerSource Polk
- » CareerSource Research Coast
- » CareerSource Suncoast
- » CareerSource Tampa Bay
- » The Casements Guild for the City of Ormond Beach, Inc.
- » Catholic Foundation of the Dioceses of St. Augustine, Inc.
- » CDS Family and Behavioral Health Services, Inc.
- » CEDO Housing Development Corporation
- » Celebration Baptist Church
- » Center for Fine Arts Education, Inc.
- » The Center for Health Equity, Inc.
- » Center for Independent Living
- » CenterPlace Health, Inc.
- » Central Florida Community Action Agency
- » Central Florida Foundation
- » CESC, Inc.
- » Chi Omega - Eta Delta Chapter
- » Child Advocacy Center, Inc.
- » Child and Family Connections, Inc.
- » ChildNet, Inc.
- » Children's Services Council of Florida, Inc.
- » The Chiles Academy
- » Chipola Healthy Start, Inc.
- » Choices In Learning, Inc.
- » Choose Tallahassee
- » The Church of Eleven22
- » Citrus MYcroSchool of Integrated Academics and Technologies, Inc.
- » City Church Tallahassee, Inc.
- » Clay County Economic Development Corporation
- » Coalition of Affordable Housing Providers, Inc.
- » College Arms Towers, Inc.
- » Columbia County Senior Services
- » Combat Control Foundation
- » Communities Connected for Kids
- » Community Action Association of Alabama
- » Community Action Association of Pennsylvania
- » Community Action Program Committee, Inc.
- » Community Based Care of Brevard, Inc.
- » Community Coalition Alliance, Inc.
- » Community Foundation for Ocala/Marion County
- » Community Foundation of North Florida
- » Community Legal Services of Mid-Florida
- » Community Outreach Services, Inc.
- » Community Partnership for Children, Inc.
- » The Consortium of Florida Education Foundations, Inc.
- » Corner Drug Store, Inc.
- » Cornerstone Condominium Association, Inc.
- » Corrections Foundation, Inc.
- » Cottage Hill Water Works, Inc.
- » Council for Sustainable Florida, Inc.
- » Council on Aging of Volusia County, Inc.
- » CPAmerica International, Inc.
- » CPAmerica, Inc.
- » Critter Creek Farm Sanctuary, Inc.
- » The Crones' Cradle Conserve Foundation
- » Darton Health Professions Foundation, Inc.
- » DASH Foundation, Inc.
- » Daytona Beach Area Association of Realtors, Inc.
- » Daytona Beach Area Convention and Visitors Bureau
- » Daytona State College Foundation
- » DeEtte Holden Cummer Museum Foundation, Inc.
- » DeLand Area Chamber of Commerce, Inc.
- » Developmental Service Trainers, Inc.
- » Differentiated Learning Center, Inc.
- » The Dignity Project
- » Disability Rights Florida, Inc.
- » Disabled American Veterans Department of Florida, Inc.
- » Disc Village, Inc.
- » Discovery Cure Institute, Inc.
- » Domestic Abuse Council of Volusia County, Inc.
- » Dominican Development Group
- » Duvall Homes
- » Early Learning Coalition of Alachua County, Inc.
- » Early Learning Coalition of Brevard, Inc.
- » Early Learning Coalition of Flagler and Volusia Counties, Inc.
- » Early Learning Coalition of Lake County, Inc.
- » Early Learning Coalition of the Big Bend, Inc.
- » Eastern States Veterinary Association, Inc. DBA North America Veterinary Conference
- » Easterseals of Northeast Central Florida, Inc.
- » Educational Review Systems, Inc.
- » The Education Foundation of Alachua County, Inc.
- » Embrace Families Foundation, Inc.
- » Embrace Families, Inc.
- » Emergency Care Help Organization
- » Endeavor Forward, Inc.
- » Enterprise for Progress in the Community
- » Episcopal Children's Services, Inc.
- » Eric's Way, Inc.
- » Evidence Based Associates
- » The Extended Family Foundation
- » Faith Presbyterian Church

- » The Family C.A.F.E.
- » Family Network on Disabilities Of Florida, Inc.
- » Family Promise of the Big Bend
- » Family Renew Community, Inc.
- » Family Worship and Praise Center Community Development Corporation
- » Family Worship and Praise Center, Inc.
- » Faw Casson
- » Fifth Circuit Public Guardian Corporation
- » Financial Service Centers of Florida, Inc.
- » First Baptist Church
- » First Step Shelter, Inc.
- » Five Points of Life Foundation, Inc.
- » The Flagler Auditorium Governing Board, Inc.
- » Flagler County Association of Realtors, Inc.
- » Flagler County Education Direct – Support Organization, Inc.
- » Flagler County Education Foundation
- » Florida Alliance for Arts Education, Inc.
- » Florida Alliance for Assistive Services and Technology, Inc.
- » Florida Alliance of Children's Councils and Trusts, Inc.
- » The Florida Alpha Educational Foundation – PDT, Inc.
- » Florida Art Education Association, Inc.
- » Florida Arts PAC
- » Florida Association for Career and Technical Education, Inc.
- » Florida Association for Marriage and Family Therapy, Inc.
- » Florida Association for Volunteer Action/Caribbean and the Americas, Inc.
- » Florida Association of Community Health Centers, Inc.
- » Florida Association of Destination Marketing Organizations, Inc.
- » Florida Association of Healthy Start Coalitions, Inc.
- » Florida Association of Housing and Redevelopment Officials, Inc.
- » Florida Association of Professional Employer Organizations, Inc.
- » Florida Association of Professional Geologists, Inc.
- » Florida Association of Rehabilitation Facilities DBA RESPECT of Florida
- » Florida Association of RV Parks and Campgrounds, Inc.
- » Florida Association of the American Institute of Architects, Inc.
- » Florida Bandmasters Association, Inc.
- » Florida Camp for Children and Youth with Diabetes, Inc.
- » Florida Catholic Conference, Inc.
- » Florida Chapter of the American Institute of Architects, Inc.
- » Florida Chapter of the American Planning Association, Inc.
- » Florida Chapter of the American Society of Landscape Architects
- » Florida Children's Forum
- » Florida Community College of Jacksonville
- » Florida Conference of Catholic Bishops, Inc.
- » Florida Council Against Sexual Violence, Inc.
- » Florida Council on Aging, Inc.
- » Florida Developmental Disabilities Council, Inc.
- » Florida Electric Cooperatives Association, Inc.
- » Florida Emergency Preparedness Association, Inc.
- » Florida Farm Bureau Federation
- » Florida Federation of Garden Clubs, Inc.
- » Florida Federation of Music Clubs, Inc.
- » Florida Forestry Association
- » Florida Foundation for Correctional Excellence, Inc.
- » Florida Guardian ad Litem Foundation, Inc.
- » Florida Harley Davidson Dealers Association, Inc.
- » Florida Healthy Kids Corporation
- » Florida High School Athletic Association
- » Florida Hospices and Palliative Care, Inc.
- » Florida Housing Coalition, Inc.
- » Florida Human Resources Development, Inc.
- » Florida Motorcycle Dealers Association, Inc.
- » Florida Movers and Warehousemen's Association, Inc.
- » Florida Music Education Association
- » Florida Network of Youth and Family Services
- » Florida Orchestra Association, Inc.
- » Florida Organic Growers and Consumers
- » Florida PACE Funding Agency, Inc.
- » Florida Psychological Association, Inc.
- » Florida Public Broadcasting Service, Inc.
- » Florida Public Defender Association, Inc.
- » Florida Quarter Horse Racing Association, Inc.
- » Florida Recreation and Park Association, Inc.
- » Florida Rural Water Association, Inc.
- » Florida School Music Association, Inc.
- » Florida Society of Association Executives, Inc.
- » Florida Society of Health-System Pharmacists, Inc.
- » Florida State Oriental Medical Association
- » Florida Surveying and Mapping Society, Inc.
- » Florida Trail Association, Inc.
- » Florida Upsilon House Corp. of Sigma Alpha Epsilon
- » Florida Veterans Foundation, Inc.
- » Florida Vocal Association, Inc.
- » Florida Water Environment Association, Inc.
- » The Florida Workforce Development Association, Inc.
- » Foster Florida, Inc.
- » Florida's Great Northwest, Inc.
- » The Foundation for Leon County Schools, Inc.
- » Foundation for Seminole State College
- » Foundations to Freedom, Inc.
- » Four Oaks Community Church, Inc.
- » Franklin Bay Gulf Healthy Start Coalition, Inc.
- » Franklin County Senior Citizens Council, Inc.
- » Friend of Families Foundation, Inc.
- » Friends of Florida History
- » Gadsden County Day Care Center, Inc.
- » Gadsden County Senior Citizens Foundation, Inc.
- » Gadsden County Senior Services, Inc.
- » Gainesville Alachua County Association of Realtors, Inc.
- » Gainesville Area Chamber of Commerce
- » Gainesville Area Community Tennis Association
- » Gainesville Country Day School
- » Gainesville Harvest
- » Gainesville Opportunity Center
- » Gainesville Quarterback Club
- » Gainesville Soccer Alliance
- » Gainesville Sports Club DBA Upward Stars Gainesville
- » Gainesville Sports Commission, Inc.
- » Gentle Carousel Therapy Horses
- » George's Lighthouse Pointe Marina
- » Girl Scout Council of the Florida Panhandle, Inc.
- » Girl Scouts of Gateway Council
- » Girls Place, Inc.
- » Giving Ponds, Inc.
- » Glen Arven Country Club, Inc.
- » Global Underwater Explorers, Inc.
- » Goodwill Industries Big Bend, Inc.
- » Grace Christian School
- » Grace Episcopal Day School
- » Greater Tallahassee Chamber of Commerce, Inc.
- » The Greenhouse Church, Inc.
- » Haile's Angels Pet Rescue
- » Halifax Habitat for Humanity, Inc.
- » The Handmaiden House, Inc.
- » Haven Recovery Center, Inc.
- » Head Start Child Development and Family Services, Inc.

- » The Healthy Start Coalition of Flagler and Volusia Counties, Inc.
- » The Healthy Start Coalition of Jefferson, Madison, and Taylor Counties, Inc.
- » The Healthy Start Coalition of Miami-Dade, Inc.
- » The Healthy Start Coalition of Sarasota County, Inc.
- » The Healthy Start MomCare Network, Inc.
- » Healthy U Now Foundation, Inc.
- » Heart of Florida Health Center, Inc.
- » Helping Hands Rescue
- » Heartwood Community Homeowners' Association, Inc.
- » The Henry & Rilla White Youth Foundation, Inc.
- » Historic Haile Homestead, Inc.
- » Hitchcock's Charity Foundation, Inc.
- » Holy Comforter Episcopal Church
- » Holy Trinity Episcopal Church
- » Holy Trinity Episcopal Foundation, Inc.
- » Homeless Assistance Corporation DBA The STAR Family Center
- » Hope Fellowship Church
- » The House Next Door, Inc.
- » Housing for the Handicapped, Inc.
- » Human Services Associates Foundation, Inc.
- » Human Services Associates, Inc.
- » The Humane Society of Marion County
- » Imagine - Leon County LLC
- » Immanuel Reformed Presbyterian Church DeLand, Inc.
- » Impact Florida
- » Independence Landing, Inc.
- » Independence Village, Inc.
- » India Cultural and Education Center, Inc.
- » Inspire Sharer, Inc.
- » The Institute for Intergovernmental Research, Inc.
- » Institute for Nonprofit Innovation and Excellence
- » The Institute for School Innovation, Inc.
- » Intercountry Adoption Accreditation and Maintenance Entity, Inc.
- » International Alliance for Learning
- » The International Emergency Management and Engineering Society
- » The International Society of Cosmetic Laser Surgeons
- » Iranian American Society
- » Jackson County Chamber of Commerce
- » The Jamison Family Foundation, Inc.
- » Jeep Beach, Inc.
- » Jewish Community Alliance, Inc.
- » Jewish Federation of Volusia & Flagler Counties, Inc.
- » Journey Church
- » Junior League of Gainesville
- » Kanapaha Botanical Garden
- » Kanapaha Presbyterian Church
- » Kids Against Crime Online, Inc.
- » Kids Incorporated of the Big Bend
- » KLCS Education Foundation
- » Koch Foundation
- » Leadership Tallahassee, Inc.
- » Lee Conlee House
- » Lee's Place
- » Legal Aid Foundation of the Tallahassee Bar Association
- » Life Management Center of Northwest Florida, Inc.
- » The Life Management Foundation, Inc.
- » LifeSouth Community Blood Centers, Inc.
- » Lighthouse Children's Home, Inc.
- » Lighthouse of the Big Bend, Inc.
- » Live the Life Ministries, Inc.
- » Lone Star MycroSchool, Inc. DBA Lone Star High School
- » Loss Prevention Research Center, Inc.
- » LTL South Florida
- » Lubee Foundation, Inc.
- » Lutheran Social Services of North Florida, Inc.
- » Madison Creative Arts Academy, Inc.
- » Main Street DeLand Association, Inc.
- » Jefferson Senior Citizens Center, Inc.
- » Marion County Bar Association, Inc.
- » Marion County Humane Society, Inc.
- » Marion Senior Services
- » Marion Therapeutic Riding Association
- » Martha Manson Academy
- » MBA Career Services and Employer Alliance
- » McIntosh Presbyterian Church
- » Memorial Health Systems Foundation, Inc. DBA AdventHealth Daytona Beach Foundation
- » Mid Florida Area Agency on Aging, Inc.
- » Mil Mujures
- » Millhopper Montessori School, Inc.
- » Mt. Pleasant United Methodist Church
- » Museum of Arts and Sciences, Inc.
- » MYcroSchool Gainesville
- » MYcroSchool Jacksonville
- » MYcroSchool Pinellas
- » Myers and Briggs Foundation, Inc.
- » The Nathan B. Stubblefield Foundation, Inc.
- » National Association of Credential Evaluation Services
- » National Association for State Community Services Programs
- » National Center for Construction Education and Research, Inc.
- » National Center for Excellence and Innovation
- » National Dental Association Foundation
- » Neighborhood Defender Services
- » Neighborhood Medical Center, Inc.
- » New Education for the Workplace, Inc.
- » New Road to Learning, Inc.
- » New Smyrna Beach Garden Club, Inc.
- » North Central Baptist Church
- » North Central Florida Apartment Association, Inc.
- » North East Florida Addictions Network, Inc.
- » North Florida Baptist Church
- » North Florida Botanical Society, Inc.
- » North Florida Senior Citizens, Inc.
- » Northeast Florida Builders Association
- » Northeast Florida Health Services, Inc.
- » Northeast Florida Healthy Start Coalition
- » Oak Hall Private School, Inc.
- » Ocala Marion County Babe Ruth Baseball Corporation
- » Ocala Metro Chamber and Economic Partnership
- » Ocean City Church
- » Office of The Public Guardian, Inc.
- » Omega Lamplighters, Inc.
- » Operation Shoebox USA, Inc.
- » Oral Health Florida, Inc.
- » Ormond Main Street, Inc.
- » Ounce of Prevention
- » Palm Valley Professional Center Condominium Association, Inc.
- » Parachutes for Patriots Corp
- » Park of the Palms, Inc.
- » Partnership for Strong Families, Inc.
- » Pensacola and Perdido Bays Estuary Program
- » Pensacola Beach Elementary School, Inc.
- » PhactMI, Inc.
- » Pinellas Opportunity Council, Inc.
- » Pipe Hitter Foundation, Inc.

- » Positive Direction Youth Center, Inc.
- » Premedical Chapter of the American Medical Student Association
- » Private Care Association of Florida, Inc.
- » Professional Home Care Providers, Inc.
- » Project Self, Inc.
- » Promise Land Forty Ministries, Inc.
- » Public Education Foundation of Marion County, Inc.
- » Putnam County Chamber of Commerce
- » Quigley House, Inc.
- » R.O. Ranch, Inc.
- » Rays of Hope Foundation (FKA Sunstate Community Foundation)
- » REACH – Real Estate Acquisition for Children, LLC
- » Reading Edge Academy, Inc.
- » Reeling for Kids, Inc.
- » Refuge House, Inc.
- » Rex & Brody Foundation, Inc.
- » The Ride Solution
- » Rivendell Academy
- » Riverside Conservancy, Inc.
- » The Rock of Gainesville
- » Rotary Club of Daytona Beach
- » Rural Health Care, Inc. DBA Aza Health
- » Safety Shelter of St. John's County, Inc.
- » Salty Ministries, Inc.
- » Samsula Academy
- » School for Accelerated Learning and Technologies, Inc.
- » The School of Arts and Sciences Foundation, Inc.
- » Seashell Corporation
- » The Seaside School Foundation, Inc.
- » The Seaside School, Inc.
- » Senior Citizens of Madison County, Inc.
- » Senior Connection Center
- » Serenity House of Volusia, Inc.
- » Service Management Solutions for Children, Inc.
- » Shepherd's Lighthouse, Inc.
- » SIATech Atlanta
- » SIATech Gainesville
- » SIATech Jacksonville
- » SIATech Miami-Dade
- » SMA Healthcare Foundation, Inc.
- » SMA Healthcare, Inc.
- » Sober Companions, LLC
- » Sober Escorts, Inc.
- » Society for Molecular Biology and Evolution
- » Songs of Color Foundation, Inc.
- » Southeast Volusia Habitat for Humanity, Inc.
- » Southern Legal Counsel, Inc.
- » The Southern Movement for Independence
- » Southern Scholarship Foundation, Inc.
- » St. Barnabas Episcopal Church
- » St. John Lutheran Church and School
- » St. Peter's Anglican Church
- » Strategic Capital Group LLC
- » Sunshine State One-Call of Florida, Inc.
- » Suwannee River Area Council of the Boy Scouts of America, Inc.
- » Suwannee River Area Council, Inc.
- » Suwannee River Area Health Education Center
- » Suwannee River Economic Council, Inc.
- » Suwannee Valley Community Coordinated Child Care, Inc.
- » Talem IP Law LLP
- » Tallahassee Bar Association, Inc.
- » Tallahassee Chamber of Commerce, Inc.
- » Taylor County Education Foundation, Inc.
- » Taylor County Senior Services
- » Technology and Solutions for Children LLC
- » TFBU, Inc.
- » Thomasville Community Resource Center
- » Thomasville Road Baptist Church
- » Tomoka Christian Church
- » Trajector Insurance, Inc.
- » Transitional Living of North Central Florida, Inc. DBA Center for Independent Living of North Central Florida
- » Tribe Seminole Heights
- » Tri-County Community Council, Inc.
- » Trinity Lutheran Church
- » Trinity United Methodist Church
- » Twin Oaks Juvenile Development, Inc.
- » Type 1 Too Many, Inc.
- » United Cerebral Palsy of East Central Florida, Inc. (WORC, Inc.)
- » United Church of Gainesville
- » United Community Action Network
- » United for Families, Inc.
- » United Partners for Human Services, Inc.
- » United States Tennis Association Florida Section
- » United Way of Volusia-Flagler Counties, Inc.
- » University of Florida – Friends of Five, Inc.
- » University of Florida Panhellenic Council
- » Unmet Medical Needs, Inc.
- » USAFL Development, Inc.
- » VMA, Inc.
- » Voices of Change Animal League
- » Volusia County Council on Aging Living Gifts Foundation, Inc.
- » Volusia County Fair Association, Inc.
- » Volusia Flagler Young Men's Christian Association, Inc.
- » Volusia Manufacturers Association
- » Volusia/Flagler County Coalition for the Homeless, Inc.
- » VR in Schools Foundation, Inc.
- » Wakulla County Senior Citizens' Council, Inc.
- » Wakulla's Charter School of the Arts Science and Technology, Inc.
- » Water Sports Industry Association, Inc.
- » WCEU Foundation, Inc.
- » WellFlorida Council
- » Westside Baptist Church
- » WHC JAX LLC DBA zTrip
- » WildLandscapes, Inc.
- » WJCT Foundation, Inc.
- » WORC Haven, Inc.
- » World Changer Foundation
- » World Class Schools of Leon County, Inc.
- » Yellow Bluff Hunting Club, Inc.

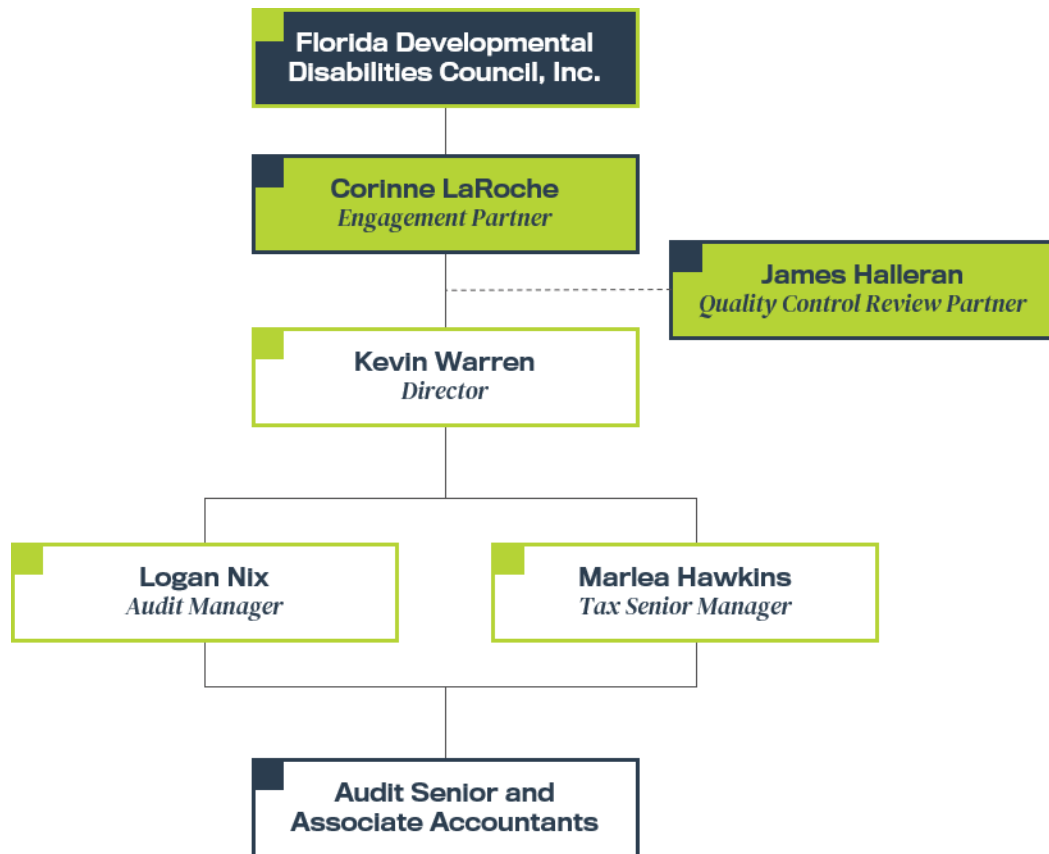


Proposed Team Organizational Structure and Résumés

We believe successful engagement performance requires a strong, functional team. Our approach to selecting an engagement team is based on the need for close coordination, carefully defined responsibilities, open lines of communication, and constant quality control throughout the engagement. We hire the best from around the state, bringing value to our partnership with clients. Your engagement will be served by **five full-time professionals**. All members have extensive experience serving nonprofit entities.

Each CPA on your team has exceeded the CPE requirements of the State Board, with classes specific to governmental and nonprofit auditing, as required by the U.S. Government Accountability Office.

Below we provide the individuals assigned to the engagement followed by their résumés.



Corinne LaRoche, CPA | Engagement Lead Partner

With 15 years of experience serving nonprofit organizations, Corinne's primary focus is on providing audit, assurance, accounting, and consulting services tailored to the unique operational and compliance needs of the nonprofit sector. She leads the firm's Nonprofit Services Team and holds the AICPA Not-For-Profit Certification, reflecting her extensive knowledge of nonprofit financial reporting, taxation, and regulatory requirements.

Corinne is responsible for all phases of the audit process, from planning through presentation of the financial statements, while ensuring the highest standards of client service and technical quality. In addition to audit and assurance services, she provides accounting and controllership support, including contracted CFO and CFO consulting services for several nonprofit organizations. Corinne works proactively with clients to develop practical financial solutions that strengthen reporting processes, support compliance, and advance long-term organizational goals.

Her experience includes working with organizations that receive significant federal and state funding subject to OMB Uniform Guidance and the Florida Single Audit Act. She also assists organizations with Form 990 preparation and compliance with IRS rules and regulations applicable to tax-exempt entities.

In addition to her client service experience, Corinne remains actively involved in nonprofit industry education and professional development. She maintains her AICPA Not-For-Profit Certification through ongoing continuing professional education and has presented training on nonprofit governance, taxation, and financial management topics, including Board Academy Training for the Community Foundation of North Central Florida and Unrelated Business Income Training for the University of Florida.

Relevant Experience

- » Alachua County Library District Foundation
- » Baker County Education Foundation, Inc.
- » Big Bend Cares, Inc.
- » Big Bend Community Based Care, Inc.
- » Bond Community Health Center, Inc.
- » CDS Family & Behavioral Health Services, Inc.
- » CenterPlace Health, Inc.
- » Communities Connected for Kids, Inc.
- » Community Alternative Services Foundation, Inc.
- » Community Foundation for Ocala/Marion County
- » Community Foundation of North Florida, Inc.
- » The Consortium of Florida Education Foundations
- » DeEtte Holden Cummer Museum Foundation, Inc.
- » Disabled American Veterans National Service Foundation
- » DISC Village, Inc.
- » Florida Federation of Music Clubs, Inc.
- » Florida Movers & Warehousemen's Association, Inc.
- » Florida Research Consortium
- » Florida State University Research Foundation, Inc.
- » Foundation for Florida Gateway College, Inc.
- » Gainesville Sports Commission, Inc.
- » GatorCare Health Management Corporation
- » Girls Place Foundation
- » The Greenhouse Church
- » The Grit Foundation, Inc.
- » Heart of Florida Health Center, Inc.
- » Helping Hands Rescue
- » Khoury Family Foundation, Inc.
- » Koch Foundation, Inc.
- » Lee's Place, Inc.
- » Legal Aid Foundation, Inc.
- » Lubee Foundation, Inc.
- » Medlink Management Services, Inc.
- » Mid-Florida Area Agency on Aging, Inc. DBA Elder Options
- » Neighborhood Medical Center, Inc.
- » Northeast Florida Health Services, Inc.
- » One Voice for Volusia, Inc.
- » Public Education Foundation of Marion County, Inc.
- » Ride Solution, Inc.
- » Rural Healthcare, Inc. (DBA Aza Health)
- » Safety Shelter of St. Johns County, Inc. DBA Betty Griffin House
- » School for Integrated Academics and Technologies, Inc. (SIATech) - Gainesville
- » School of Arts and Sciences, Inc.
- » Seaside School Foundation, Inc.
- » Songs of Color Foundation
- » St. Johns River Water Management District
- » Sunshine State One-Call of Florida, Inc.
- » Suwannee River Economic Council, Inc.
- » Suwannee Valley Community Coordinated Child Care, Inc.
- » Transitional Living of North Central Florida, Inc. DBA Center for Independent Living of North Central Florida
- » United Way of North Central Florida



Education

- » Master of Accountancy, University of Florida
- » Bachelor of Science, Accounting, University of Florida

Affiliations

- » American Institute of Certified Public Accountants (Certified Member of the Not-For-Profit Section; Advanced Single Audit Certificate; LGBTQ+ Initiatives Committee Member)
- » Florida Institute of Certified Public Accountants
- » AGN North America (Executive Committee Advisory Committee Member), 2021-2023
- » Community Foundation of North Central Florida (Treasurer)
- » Leadership Gainesville, Class 44, Alumnus
- » Racial Equity Training, Groundwater Institute
- » Take Stock In Children Mentor

License

- » CPA License #AC44881

James Halleran, CPA | Quality Control Review Partner

James has over 30 years of experience providing accounting and consulting services for nonprofit organizations and government entities. He is a key member of our firm's Nonprofit and Government Services Teams.

James's experience includes a wide range of assignments with an emphasis on nonprofit and governmental auditing. During his tenure with the firm, James has been involved with governmental entities that receive state and federal financial assistance subject to Government Auditing Standards, Florida Single Audit Act and with OMB Uniform Grant Guidance. He has performed consulting services in the area of internal controls, agreed-upon procedures, and system design. In addition, he has performed internal inspections and external peer reviews for the firm in accordance with peer review requirements.

James is recognized statewide as an expert for nonprofit and government auditing and reporting, and he currently serves on committees for the FICPA and the FGFOA. He often is called upon to teach training courses within the firm and for the FICPA and FGFOA. Additionally, he serves as an ACFR reviewer for the GFOA.

Relevant Experience

- » AdventHealth Daytona Beach Foundation
- » The Agricultural and Labor Program, Inc.
- » The Arc Sunrise of Central Florida, Inc.
- » The Arc Volusia, Inc.
- » Atlantic Center for the Arts, Inc.
- » Bay Area Legal Services, Inc.
- » Bay Franklin Gulf Healthy Start Coalition, Inc.
- » Believe in Faith Foundation
- » Big Bend Community Based Care, Inc.
- » Boys & Girls Clubs of Volusia/Flagler Counties, Inc.
- » Brevard CARES, Inc.
- » Brevard Prevention Coalition
- » Care Diversified of Lake County, Inc.
- » CBC of Brevard, Inc.
- » Child Advocacy Center, Inc.
- » The Chiles Academy, Inc.
- » Choices in Learning, Inc.
- » Community Foundation of United Way of Volusia-Flagler Counties
- » Community Legal Services of Mid-Florida, Inc.
- » Community Outreach Services, Inc.
- » Community Partnership for Children, Inc.
- » Council of Aging of Volusia County, Inc.
- » Daytona Area Senior Services, Inc.
- » Daytona Beach Area Association of Realtors Foundation
- » Daytona Beach Area Association of Realtors, Inc.
- » DeEtte Holden Cummer Museum Foundation, Inc.
- » Disabled American Veterans Department of Florida, Inc.
- » The Early Learning Coalition of Flagler & Volusia Counties, Inc.
- » Family Renew Community, Inc.
- » Flagler County Association of Realtors, Inc.
- » Flagler County Education Direct Support Organization, Inc.
- » Flagler County Multiple Listing Services, Inc.
- » Flagler Realtors Foundation, Inc.
- » Florida Council Against Sexual Violence, Inc.
- » The Florida Workforce Development Association, Inc.
- » Friends of Families Foundation, Inc.
- » Halifax Habitat for Humanity, Inc.
- » Head Start Child Development and Family Services, Inc.
- » The Healthy Start Coalition of Flagler & Volusia Counties, Inc.
- » Heart of Florida Health Center, Inc.
- » The House Next Door, Inc.
- » Housing for the Handicapped of Alachua County, Inc.
- » Legal Advocacy Center of Central Florida, Inc.
- » Museum of Arts and Sciences
- » North East Florida Addictions Network, Inc.
- » Northeast Florida Health Services, Inc.
- » Ormond Main Street, Inc.
- » Park of the Palms, Inc.
- » Pinellas Opportunity Council, Inc.
- » Rotary Club of Daytona Beach
- » Rural Health Care, Inc. DBA Aza Health
- » Seminole Prevention Coalition, Inc.
- » Serenity House of Volusia, Inc.
- » SMA Healthcare Foundation, Inc.
- » SMA Healthcare, Inc.
- » Southeast Volusia Habitat for Humanity, Inc.
- » Sunshine State One-Call of Florida, Inc.
- » Suwannee Valley Community Coordinated Child Care, Inc.
- » United Way of Volusia-Flagler Counties, Inc.
- » Volusia Flagler Young Men's Christian Association, Inc.
- » Volusia/Flagler County Coalition for the Homeless, Inc.
- » Windward Behavioral Care, Inc.



Education

- » Master of Science in Taxation, University of Central Florida
- » Bachelor of Science, Business Administration, Major in Accounting, University of Central

Affiliations

- » American Institute of Certified Public Accountants (Member of the Not-For-Profit Section and Government Audit Quality Center)
- » Florida Institute of Certified Public Accountants (Instructor and Past Steering Committee of the State & Local Government Section)
- » Government Finance Officers Association (ACFR Reviewer)
- » Florida Government Finance Officers Association (Technical Resource Committee and Instructor)
- » Volusia/Flagler Chapter of the Florida Government Finance Officers Association (Instructor)
- » Florida League of Cities
- » Northeast Fl. League of Cities
- » Space Coast League of Cities
- » Volusia League of Cities
- » United Way of Volusia and Flagler Counties, Inc.
- » Rotary Club of Daytona Beach
- » One Voice for Volusia
- » Port Orange/South Daytona Chamber of Commerce
- » Leadership Port Orange/South Daytona Chamber Alumni

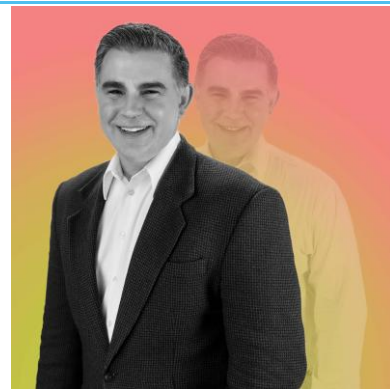
License

- » CPA License #AC0027856

Kevin Warren, CPA | Director

With more than 25 years of experience, Kevin provides audit, accounting, and consulting services to nonprofit organizations, professional associations, governmental entities, and university-related organizations throughout Florida. As a key member of the firm's Accounting & Auditing and Nonprofit Services Teams, he helps clients strengthen financial reporting, enhance internal controls, and address complex accounting and operational challenges.

Kevin's extensive experience serving tax-exempt organizations enables him to provide practical guidance tailored to the unique needs of the nonprofit sector. In addition to his client service responsibilities, he is a frequent presenter on topics including cost allocation, internal controls, and fraud prevention. Most recently, he presented at the United Partners for Human Services (UPHS) Conference for Excellence in Nonprofit Management, sharing strategies to help nonprofit leaders improve governance, accountability, and financial stewardship.



Relevant Experience

- » Ability 1st
- » Bay Franklin Gulf Healthy Start Coalition, Inc.
- » Big Bend Community Based Care, Inc.
- » The Blue Angels Foundation, Inc.
- » Bond Community Health Center, Inc.
- » Boys & Girls Club of the Big Bend, Inc.
- » Capital Area Healthy State Coalition, Inc.
- » Capital City YMCA
- » Capital City Youth Services, Inc.
- » Capital Medical Society Foundation
- » CareerSource Capital Region
- » CareerSource Chipola
- » CareerSource Escarosa
- » CareerSource Florida Crown
- » CareerSource Gulf Coast
- » CareerSource Okaloosa Walton
- » Center for Independent Living, Inc.
- » Disability Rights
- » DISC Village, Inc.
- » Evidence Based Associates
- » The Family C.A.F.E., Inc.
- » Florida Alliance of Children's Services Councils and Trusts
- » Florida Association of Community Health Centers, Inc.
- » Florida Association of the American Institute of Architects, Inc.
- » Florida Electric Cooperatives Association, Inc.
- » Florida Forestry Association
- » Florida Hospice and Palliative
- » Government Accountability Institute
- » The Henry & Rilla White Youth Foundation, Inc.
- » Human Service Associates, Inc.
- » The Institute for Intergovernmental Research, Inc.
- » Lee Conlee House
- » Legal Aid Foundation of the Tallahassee Bar Association
- » Miracle Hill Nursing & Rehabilitation
- » Neighborhood Medical Center, Inc.
- » Positive Direction Youth Center, Inc.
- » Refuge House, Inc.
- » Safety Shelter of St. Johns County, Inc.
- » Southern Scholarship Foundation, Inc.
- » Suwannee River Area Council of the Boy Scouts of America, Inc.
- » Tallahassee Bar Association
- » Twin Oaks Juvenile Development, Inc.
- » WFSU/WFSG-TV, Florida State University
- » WFSU/WFSQ/WFSW-FM, Florida State University
- » WGCU-TV & FM, Florida Gulf Coast University
- » WJCT-TV & FM, WJCT, Inc.
- » WJCT Foundation, Inc.
- » WNIU/WNIJ-FM, Northern Illinois University
- » WUCF-TV & FM, University of Central Florida
- » WUOT-FM, University of Tennessee
- » WUSF-TV, University of South Florida
- » WUSF/WSMR-FM, University of South Florida
- » WUWF-FM, University of West Florida

Education

- » Bachelor of Science, Accounting, Florida State University

Affiliations

- » American Institute of Certified Public Accountants
- » Florida Institute of Certified Public Accountants
- » Institute for Nonprofit Innovation and Excellence (Treasurer)
- » College Athletic Business Management Association
- » National Association of Collegiate and University Business Management Association
- » Southern Association of College and University Business Officers
- » Public Media Business Association
- » United Partners for Human Services
- » Sporting Club Tallahassee Soccer Academy (Treasurer)

License

- » CPA License #AC37506

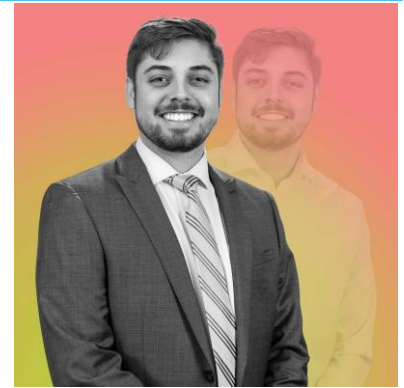
Logan Nix | Audit Manager

Logan has five years of experience providing audit and assurance services to nonprofit organizations, government entities, and higher education institutions. His experience includes conducting financial statement audits, federal and state compliance audits, and agreed-upon procedures engagements. Through his work with a wide range of nonprofit organizations, Logan has developed a strong understanding of the accounting, reporting, and compliance requirements unique to the sector.

Logan helps clients navigate complex regulatory requirements while delivering high-quality assurance services. His experience with grant-funded organizations and compliance engagements enables him to provide practical insights that support accurate financial reporting and ongoing compliance.

Relevant Experience

- » Anchorage Children's Home of Bay County
- » Area Agency on Aging of North Florida
- » Bay Franklin Gulf Healthy Start Coalition, Inc.
- » Big Bend Community Based Care
- » Big Bend Homeless Coalition
- » Big Brothers/Sisters Big Bend
- » Bond Community Health Center, Inc.
- » Capital City Youth Services, Inc.
- » Capital Region Transportation Planning Agency
- » CareerSource Chipola
- » CareerSource Florida Crown
- » CareerSource Gulf Coast
- » CareerSource Okaloosa Walton
- » CareerSource Suncoast
- » CareerSource Tampa Bay
- » The Center for Health Equity, Inc.
- » Darton Health Professions Foundation
- » Disability Rights Florida
- » Early Learning Coalition of the Big Bend Region, Inc.
- » The Family C.A.F.E.
- » Florida Alliance of Children's Services Councils and Trusts
- » Florida A&M University Athletics
- » Florida Board of Bar Examiners
- » Florida Children's Council
- » Florida Council Against Sexual Violence, Inc.
- » Florida Council on Aging, Inc.
- » Florida State University (FSU) Department of Athletics
- » FSU International Programs Association, Inc.
- » FSU Magnet Research and Development, Inc.
- » FSU Research Foundation, Inc.
- » Florida State University School, Inc. (FSU)
- » The Henry & Rilla White Youth Foundation, Inc.
- » Lee Conlee House
- » Legal Aid Foundation
- » Lighthouse of the Big Bend, Inc.
- » Lutheran Social Services of North Florida, Inc.
- » Neighborhood Medical Center, Inc.
- » Southern Scholarship Foundation, Inc.
- » Suwannee River Area Council of the Boy Scouts
- » Tallahassee Collegiate Academy
- » Tallahassee State College Foundation
- » Thomasville Community Resource Center
- » Twin Oaks Juvenile Development, Inc.
- » University of North Florida Foundation, Inc.
- » WFSU/WFSG-TV, Florida State University
- » WFSU/WFSQ/WFSW-FM, Florida State University



Education

- » Bachelor of Science, Accounting, Flagler College

Affiliations

- » American Institute of Certified Public Accountants

Marlea Hawkins, CPA* | Tax Senior Manager

With nearly 10 years of experience, Marlea provides tax planning, compliance, and advisory services to nonprofit organizations, businesses, and individuals. She has developed specialized expertise in the unique tax and compliance requirements of nonprofit organizations, including university-related organizations, helping clients navigate complex regulatory requirements while supporting their long-term financial goals.

Marlea has prepared more than 100 IRS Forms 990 for nonprofit organizations and provides practical guidance on tax matters affecting tax-exempt entities. Her experience enables her to help clients address compliance requirements, identify planning opportunities, and maintain their tax-exempt status while allowing them to remain focused on advancing their mission.

**Licensed in Georgia.*

Relevant Experience

- » 2-1-1 Big Bend, Inc.
- » Amateur Athletic Union of the United States, Inc.
- » Anchorage Children's Home of Bay County, Inc.
- » Another Way, Inc.
- » APCH, Inc.
- » Arc of Florida, Inc.
- » Area Agency on Aging for North Florida, Inc.
- » Beehive Elite, Inc.
- » The Belmont Academy, Inc.
- » Big Bend Community Based Care
- » Big Bend Homeless Coalition
- » Big Bend Jobs and Education Council, Inc.
- » Big Brothers Big Sisters of the Big Bend, Inc.
- » Biscayne MycroSchool, Inc. DBA Biscayne High School
- » Bond Community Health Center, Inc.
- » Brehon Institute for Family Services, Inc.
- » Byrneville Elementary School
- » Calhoun County Senior Citizens Association, Inc.
- » Capital City Youth Services, Inc.
- » Center for Independent Living
- » CenterPlace Health, Inc.
- » Children's Services Council of Florida, Inc.
- » Choose Tallahassee
- » DASH Foundation, Inc.
- » Disability Rights Florida
- » Disc Village Foundation, Inc.
- » Disc Village, Inc.
- » Fifth Circuit Public Guardian Corporation
- » Florida Association of Rehabilitation Facilities DBA RESPECT of Florida
- » Florida Guardian ad Litem Foundation, Inc.
- » Florida Harley Davidson Dealer's Association
- » Florida Healthy Kids Corporation
- » Florida Medical Practice Plan, Inc.
- » Florida Motorcycle Dealers Association
- » Florida Music Education Association
- » Florida Society of Association Executives, Inc.
- » Florida State University (FSU) Athletic Association, Inc.
- » FSU Department of Athletics
- » FSU International Programs Association, Inc.
- » FSU Magnet Research and Development, Inc.
- » FSU Research Foundation, Inc.
- » Florida Medical Practice Plan, Inc. (FSU)
- » The Collegiate School (FSU)
- » Florida Trail Association
- » The Foundation for Leon County Schools, Inc.
- » Gadsden Senior Services
- » Henry & Rilla White Youth Foundation, Inc.
- » Independence Village, Inc.
- » The Institute for Intergovernmental Research, Inc.
- » Institute for Nonprofit Innovation and Excellence
- » Leadership Tallahassee, Inc.
- » Lee Conlee House
- » Lee's Place
- » Legal Aid Foundation
- » Lighthouse Children's Home
- » Lincoln High School Quarterback Club
- » National Association for Relationship and Marriage Education
- » National Black Business Support Corporation
- » Neighborhood Medical Center, Inc.
- » School of Arts and Science Foundation, Inc.
- » Southern Scholarship Foundation, Inc.
- » Springtime Tallahassee Festival, Inc.
- » Springtime Tallahassee, Inc.
- » Suwannee River Area Council of The Boy Scouts
- » Suwannee River Economic Council
- » Tallahassee Chamber Foundation, Inc.
- » Tallahassee Chamber of Commerce, Inc.
- » Tallahassee Tottenham Hotspur Futbol Club
- » Thomasville Community Resource Center
- » Twin Oaks Juvenile Development, Inc.
- » University of West Florida Business Enterprises, Inc.
- » Wakulla's Charter School of The Arts Science and Technology, Inc.
- » Woodville Properties
- » World Class Schools of Leon County, Inc.



Education

- » Bachelor of Business Administration, Accounting, Georgia Southern University

Affiliations

- » American Institute of Certified Public Accountants
- » The Georgia Society of Certified Public Accountants

License

- » GA CPA License #CPA039143

Changes in Key Personnel

James Moore staffs engagements based on the availability and expertise of engagement team members to ensure consistent service quality and timely completion of all required work. Our proposed engagement partner, audit manager, and other key personnel will be actively involved and available throughout the engagement period, including planning, fieldwork, reporting, and ongoing communication with FDDC personnel.

While our current staffing levels are sufficient to serve all existing clients, we continuously recruit and hire additional personnel to maintain our high level of client service as workloads increase. This proactive approach allows us to ensure the necessary resources are available to complete the work required by the FDDC without disruption.

In addition, our engagement staffing approach incorporates cross-training and team continuity to minimize scheduling conflicts and ensure key personnel remain accessible during critical phases of the engagement. The FDDC can expect consistent involvement from senior team members, prompt communication, and sufficient staffing levels to meet all deadlines and service expectations.



We understand continuity of staffing is critical to building trust, maintaining efficiency, and delivering consistent service throughout the term of the contract. Our engagement teams are intentionally structured to provide stable leadership and consistent team membership year after year, minimizing disruption and reducing the amount of time your staff must spend re-explaining processes, procedures, and organizational nuances.

We prioritize long-term client relationships and strive to retain key engagement personnel whenever possible. The proposed engagement partner, director, and senior team members are selected not only for their technical qualifications, but also for their ability to provide continuity and institutional knowledge over the life of the engagement.

When staffing changes become necessary due to promotions, career development, or unforeseen circumstances, we communicate proactively with our clients well in advance of the transition. We provide the background, qualifications, and relevant experience of any proposed replacement personnel and implement a thorough transition process to ensure continuity of service and knowledge transfer. This includes overlap between outgoing and incoming personnel, detailed engagement documentation, and ongoing supervision by experienced leadership.

We do not believe it is the client's responsibility to train our staff. Engagement team members are assigned based on their nonprofit audit expertise, industry knowledge, and experience relevant to your organization. Our internal training programs, supervisory review structure, and quality control processes ensure all personnel are prepared to contribute effectively from the outset of the engagement.

Our goal is simple: familiarity without complacency and continuity without stagnation. By maintaining a stable, experienced engagement team while also introducing fresh perspectives and ongoing professional development, we are able to provide responsive, efficient, and high-quality service throughout the contract term.

Capacity and Experience

As detailed in the [Office Locations section](#) of our proposal, James Moore maintains a significant firmwide team of professionals experienced in serving nonprofit and governmental organizations. These professionals are located throughout our five Florida offices and include additional remote team members who are fully integrated into our industry and service line teams. Because our firm is organized by industry and service line rather than office-based specialization, FDDC will benefit from the collective experience and resources of our nonprofit and governmental professionals across the firm, not solely those located in the office administering the engagement.

In addition, the lead director and managers assigned to this engagement are located in Tallahassee.

Availability and Accessibility

James Moore's firmwide structure provides the FDDC engagement team ready access to professionals who are heavily involved in nonprofit and governmental accounting, auditing, compliance, and financial reporting. Our industry and service line teams collaborate across office locations, allowing the engagement team to consult with professionals possessing specialized knowledge and experience as questions arise throughout the audit. Office-based and remote professionals work seamlessly together using firmwide technology that supports efficient communication, collaboration, and consistent service delivery. This structure ensures that FDDC receives the attention of its dedicated engagement team while also benefiting from the broader technical knowledge and resources available throughout James Moore.



Peer Review

Quality Control

The firm has written procedures that address quality control with regard to independence, integrity, and objectivity; personnel management practices of hiring; assignment of personnel; professional development and advancement; acceptance and continuance of clients and engagements; engagement performance; and monitoring.

These procedures define the process to provide the firm with assurance that its personnel comply with applicable professional standards and the firm's standards of quality. It is our policy to follow the guidelines of the AICPA, Financial Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB), and the Government Finance Officers' Association (GFOA).

Report Overview

James Moore is a member of the Center for Audit Quality of the AICPA and participates in the AICPA Peer Review Program triennially. Peer Review has been the accounting profession's self-regulatory program since 1977, and we have participated in the peer review process since its initial year—long before it was required. The reviews are conducted by other certified public accounting firms and examine our systems of quality control for the accounting and auditing practice. Requirements under the Peer Review Program are stringent and provide for minimum standards in the following areas:

- » Method of assigning personnel to engagements
- » Hiring of qualified employees
- » Supervision of staff personnel
- » Independence policies & consultation policies (internal and external) on technical matters
- » Continuing professional development and training
- » Advancement and promotion of personnel
- » Acceptance and continuance of clientele
- » Inspection reviews of quality control policies & procedures

James Moore has successfully completed 16 triennial peer reviews with no letters of comment or deficiencies ever reported. Our 16th peer review report, dated April 23, 2024, is found on the following page.

You will see our peer review notes a “pass” rating, which is the **best rating awarded**. This peer review included a review of nonprofit and governmental engagements.

Although receiving a “pass” rating on our peer reviews is a source of great pride to us, what does it mean to you? It simply means that James Moore has a system of internal control that maximizes the quality of its people, procedures, and its ultimate product. Our firm requires its professional personnel to approach all engagements with objectivity and fairness. Personnel are particularly sensitive to the requirement for confidential treatment of any information obtained during the course of the audit prior to release of audit reports.



WARREN, STONE & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

Report on the Firm's System of Quality Control

April 23, 2024

To the Members of
James Moore & Co., P.L.
and the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. (the firm) in effect for the year ended October 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. in effect for the year ended October 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Moore & Co., P.L. has received a peer review rating of *pass*.

Warren, Stone & Associates, LLC

Warren, Stone & Associates, LLC

PO BOX 660008 | ATLANTA, GEORGIA 30366 | (P) 404-816-1436 | (F) 404-816-2136 | WWW.WARRENSTONECPA.COM

MEMBERS OF THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS AND THE GEORGIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

References

We are pleased to provide you with clients served who best match the requirements and needs of your organization. We invite you to contact these entities regarding our dedication to our client service, our professionalism, and our knowledge and experience.

Disability Rights

Cherie Hall, Executive Director

Phone: 850.448.9071

Email: cherieh@disabilityrightsflorida.org

Staff Involvement: Corinne LaRoche, Engagement Partner; Kevin Warren, Director; Logan Nix, Audit Manager; Marlea Hawkins, Tax Senior Manager

Florida Healthy Kids Corporation

Antonio Murphy, CFO

Phone: 850.701.6115

Email: murphya@healthykids.org

Staff Involvement: James Halleran, Engagement Partner; Kevin Warren, Director; Logan Nix, Audit Manager; Marlea Hawkins, Tax Senior Manager

Disc Village, Inc.

Jeremy Smith, Chief Financial Officer

Phone: 850.717.9808

Email: jeremy.smith@discvillage.org

Staff Involvement: James Halleran, Engagement Partner; Kevin Warren, Director; Logan Nix, Audit Manager; Marlea Hawkins, Tax Senior Manager

Capital Medical Society Foundation, Inc.

Tom Block, Executive Director

Phone: 850.877.9018

Email: tblock@capmed.org

Staff Involvement: James Halleran, Engagement Partner; Kevin Warren, Director; Logan Nix, Audit Manager; Marlea Hawkins, Tax Senior Manager

Florida Alliance of Children's Councils and Trusts, Inc.

Michelle Watson, CEO

Phone: 850.577.3199

Email: mwatson@facct.com

Staff Involvement: Corinne LaRoche, Engagement Partner; James Halleran, Quality Control Review Partner; Kevin Warren, Director; Logan Nix, Audit Manager; Marlea Hawkins, Tax Senior Manager

E. Scope of Services and Proposed Project Schedule

Understanding of the Scope of Services

James Moore understands the FDDC requires an annual audit of its financial statements for the fiscal year ending September 30, 2026, along with preparation of the required Data Collection Form and Form 990. The audit will be performed in accordance with U.S. Generally Accepted Auditing Standards, Government Auditing Standards issued by the U.S. Government Accountability Office, the Single Audit Act, and the audit requirements of Uniform Guidance, 2 CFR Part 200, Subpart F. Our work will include consideration of financial reporting, internal controls, and applicable compliance requirements, with observations and recommendations communicated through the required exit conference and, when appropriate, a management letter. We also understand FDDC's accounting operations are stable, with established monthly financial reporting processes and no major organizational changes anticipated, providing a strong foundation for an organized and efficient audit.

Beyond the technical requirements, we understand FDDC is seeking an audit relationship defined by responsiveness, continuity, proactive communication, and timely delivery. Based on our initial discussions, we recognize the challenges that delayed audit completion, changes in engagement personnel, repeated handoffs, and the resulting loss of institutional knowledge can create for leadership. Our goal is to provide an audit process that FDDC does not have to manage, with a clear plan, defined milestones, consistent engagement personnel, regular status updates, and accountability for maintaining momentum from planning through final delivery. We will use technology and project management tools to organize requests, provide visibility into engagement status, and facilitate timely resolution of outstanding items, whether our team is working remotely or onsite. Just as importantly, we will prioritize continuity from year to year so our team can retain knowledge of FDDC's operations, build upon prior discussions, and create a more efficient audit experience with each engagement cycle.

We understand the importance of meeting FDDC's required reporting deadlines and will begin with early coordination among our team, FDDC's Chief of Operations and Finance, and its outsourced CPA firm to identify required schedules and workpapers before December 1, 2026. From there, we will manage fieldwork and report preparation against an established timeline to complete and deliver the audit by March 1, 2027, present the results to the Finance Committee in March 2027, and complete and submit Form 990 by May 14, 2027. As an independent firm without private equity investment,

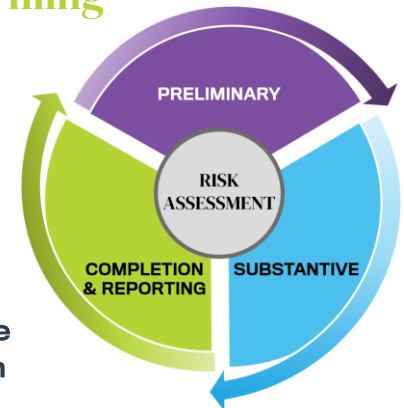
Throughout the engagement, we will work collaboratively with FDDC and its outsourced CPA firm to minimize disruption, maintain clear communication, and deliver the required services in accordance with applicable professional and federal requirements.



Engagement Approach

We understand the work you're requesting is to be performed in accordance with United States Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards. Tax returns (federal and applicable state returns) shall be prepared in accordance with IRS filing deadlines.

The work for this engagement will be completed through our office and by on-site visits to your location. The audits performed by James Moore are organized into distinct, manageable segments. Scheduling in this manner reduces interference with your normal operating procedures and enhances our ability to meet deadlines. Summarized below is our detailed and comprehensive audit approach relative to the various segments of the audit. Our full audit approach is available upon request.



Preliminary Phase

- » Establish the terms of the engagement
- » Obtain documents associated with your environment, activities, key processes, and internal controls
- » Establish preliminary planning materiality
- » Perform initial data extraction analysis of key accounts and processes
- » Develop detailed audit plan, to include:
 - Assessment of risk at the financial statement account balance level
 - Plan tests of controls, tests of compliance and substantive procedures
 - Communicate audit plan with all members of engagement team

Substantive Phase

- » Perform tests of controls
- » Perform substantive testing of balances
- » Perform tests of compliance
- » Evaluate results of testing and, if necessary, modify audit plan

Completion & Reporting Phase

- » Exit Conference
- » Final review by Lead Partner and Quality Control Review Partner
- » Obtain management representations
- » Summarize results of work and findings
- » Engagement reporting to management and those charged with governance

Risk Assessment - Continuous process throughout the audit

- » Identify risks associated with the organization
- » Identify material account balances, assertions, and related internal controls
- » Design all phases of the audit to appropriately address identified risks
- » Reassess initial risk assessment based upon results of procedures performed

Proposed Timeline

Our team recognizes the critical importance of meeting deadlines and is committed to an efficient audit process. We work collaboratively with you to develop a comprehensive audit timeline, starting with a clear understanding of the end goal. Upon awarding the engagement, we will partner with your team to establish this timeline, ensuring mutual accountability for timely completion and delivery.

Below we provide a broad suggested timeline:



Entrance Conference

September / October 2026



Planning/Interim

October / November 2026



Fieldwork

December 2026 / January 2027



Reporting/Wrap-up

February 2027



Issuance and Exit Conference

March 2027

To help us meet your deadlines, we rely on the quality, timeliness, and accuracy of your records, as well as the availability of your team to respond promptly to requests. Factors such as incomplete preparation, inaccurate records, general ledger adjustments, changes in accounting personnel, or delays in assistance may impact the audit timeline. We will work closely with your team to address these challenges and maintain the schedule wherever possible.



EXTRAORDINARY only refers
to our LEVEL OF SERVICE.

Providing a high level of value for the fees you pay is integral to our basic engagement philosophy. Although fees are important, they should not, in our opinion, be the sole factor in the selection of an audit firm for you. The choice of an accounting firm should always be made primarily on the basis of qualifications, capabilities, and commitment. We will spare no effort to find a common ground for providing quality services at a reasonable rate.

Our goal is to ensure your accounting needs are met in a manner one expects from a trusted advisor.

The proposed fees for the audit and tax services assume the accounting records for your organization will be maintained in good condition and that assistance requested from your personnel will be provided in both a complete and timely manner.

1. Estimated Hours

Service	Hours
Audited Financial Statements	150
Data Collection Form	5
Form 990	20

2. Estimated Out-of-Pocket Expenses

Our total all-inclusive maximum fees for the engagement include all direct and indirect costs, as well as all out-of-pocket expenses.

3. Hourly Rate by Staff Classification

Position	Hourly Rate
Partner	\$560
Director	\$445
Senior Manager	\$370
Manager	\$305
Supervisor	\$255
Senior Accountant	\$205
Associate Accountant	\$170
IT Audit	\$445
Administrative	\$125

4. All-inclusive Maximum Fee (Not to be exceeded)

Fiscal Year End	Fee
2026	\$38,500
2027	\$39,650
2028	\$40,875

5. Frequency and Timing of Billing Process

James Moore provides clear and timely invoicing that reflects services performed in accordance with agreed-upon engagement terms. Our standard billing is monthly on the last day of the month. Invoices are itemized where appropriate and include sufficient detail to ensure transparency.

6. Fees for FYE 2026, 2027, and 2028

Service	2026	2027	2028
Audited Financial Statements	\$29,000	\$29,850	\$30,775
Single Audit	\$5,000	\$5,150	\$5,300
Data Collection Form	\$1,000	\$1,050	\$1,100
Form 990	\$3,500	\$3,600	\$3,700
TOTAL	\$38,500	\$39,650	\$40,875





Record of Reference Check

RFQ # and Name: 2026-ADM-9800 – Audit Services

Name of Offeror: James Moore & Co., P.L.

Reference Agency: Disc Village, Inc.

Reference Name: Jeremy Smith

Phone Number: 850-717-9808

Name of Person Completing the Reference Check: Tony Green

Date: 08/26/2026

Questions:

Do you have personal knowledge of work conducted by James Moore & Co., P.L.?

Yes X No

If no, can you identify another person in your organization who may have personal knowledge?
_____ (Stop interview and contact new name)

What period of time did James Moore & Co., P.L. work or contract with your organization? 13
years _____

Were the work assignments or activities completed on schedule?

X Always
____ Usually
____ Some of the time
____ Rarely

Was James Moore & Co., P.L. responsive to concerns that arose during the course of the work?

X Always
____ Usually
____ Some of the time
____ Rarely

How would you judge the quality of the work?

X Excellent
____ Good
____ Fair
____ Poor

Overall, what is your impression of James Moore & Co., P.L. performance?

X Excellent
____ Good
____ Fair
____ Poor

Based on past performance, would you engage James Moore & Co., P.L. again in the future? If no, please explain: Yes X No

Do you have any additional comments? One of the easiest accounting firms we have ever worked with.

Thank you for your time and assistance.



Record of Reference Check

RFQ # and Name: 2026-ADM-9800 – Audit Services

Name of Offeror: James Moore & Co., P.L.

Reference Agency: Florida Healthy Kids Corporation

Reference Name: Antonio Murphy

Phone Number: 850-701-6115

Name of Person Completing the Reference Check: Tony Green

Date: 08/26/2026

Questions:

Do you have personal knowledge of work conducted by James Moore & Co., P.L.?

Yes X No

If no, can you identify another person in your organization who may have personal knowledge?
_____ (Stop interview and contact new name)

What period of time did James Moore & Co., P.L. work or contract with your organization? several
years _____

Were the work assignments or activities completed on schedule?

X Always
____ Usually
____ Some of the time
____ Rarely

Was James Moore & Co., P.L. responsive to concerns that arose during the course of the work?

X Always
____ Usually
____ Some of the time
____ Rarely

How would you judge the quality of the work?

X Excellent
____ Good
____ Fair
____ Poor

Overall, what is your impression of James Moore & Co., P.L. performance?

X Excellent
____ Good
____ Fair
____ Poor

Based on past performance, would you engage James Moore & Co., P.L. again in the future? If no, please explain: Yes X No

Do you have any additional comments? Work with them on a lot of different tasks and they always hit the mark.

Thank you for your time and assistance.



FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.

1203 Governors Square Blvd, Suite 602, Tallahassee, Florida 32301-2961

Phone (850) 488-4180 • Toll-Free (800) 580-7801

Fax (850) 922-6702 • TDD (850) 488-0956/(888) 488-8633

SELECTION CRITERIA SCORING FORM

Name of Company submitting proposal: James Moore & Co.

Proposal Review Process:

1. The proposal should be evaluated on the responsiveness of each applicant, consistent with the criteria published in the RFQ.
2. The Evaluator should write clear, purposeful, detailed review comments and assign scores that are consistent with the review comments.
3. The Evaluator should sign and date the Selection Criteria Form Instructions for Scoring:
 - 0 = no value; no response
 - 1 = vendor has shown no capability, has ignored this area, or has so poorly responded to this criterion that understanding is not possible
 - 2 = poor; vendor has demonstrated little or no direct capability, or has not adequately covered this area, but there is some indication of marginal capability
 - 3 = basic acceptability; vendor demonstrates minimum capability
 - 4 = good- very good; vendor has demonstrated more than adequate capability and a good approach - vendor has demonstrated very strong capability and a very good approach
 - 5 = superior; vendor has demonstrated excellent capability and an outstanding approach

By signing this form, I am certifying that I conducted a fair and objective review of the proposal identified on the form, and that the comments for each criterion support the scores that were assigned.

Selection Committee Member's Signature *Monica L Moye, CPM*

Printed Name: Monica L Moye Date: 8/26/2026

Review Criteria		Score
Criterion 1	Scope of Services	5
Criterion 2	Qualifications of the Firm	15
Criterion 3	Staffing	40
Criterion 4	Contract Price	30
Criterion 5	References	10
Total		100/100

Criterion #1: Scope of services (5 Maximum points)

The proposal contains sufficient information to determine that the offeror has understanding of the scope of services to be provided.

Rating Question #1.1: To what extent does the proposal contain information indicating the offeror's understanding of the audit objectives, FDDC's audit needs and timeline, and final products to be provided [(1) Audited financial statements, (2) Data collection form for reporting on Audits of States, Local Governments, and Non-Profit Organization, and (3) Return of Organization Exempt from Income Tax – Form 990.]?

#1.1 Score
(0-5 points) 5

Criterion 1: Overall Comments:

James Moore adequately demonstrated in the submitted proposal understanding the needs of the FDDC related to concerns of timeliness in addition to providing quality end products and reports to meet the needs of FDDC's annual financial audit requirements.

Total Score Criteria #1
(5 maximum points)

 5

Transfer score points to Criterion 1 on page 1

Criterion #2: Qualifications of the Firm (15 Maximum points)

Rating Question #2.1: Based on information presented in the proposal, to what extent do members of the offeror's firm have adequate experience, in the last 5 years, in conducting recent nonprofit and governmental audits?

#2.1 Score
(0-5 points) 5

Rating Question #2.2: Does the offeror's firm have an adequate system of quality control to ensure the audit is adequately performed as well as a peer review rating of 'pass'?

#2.2 Score
(0-5 points) 5 X 2 = 10
(Maximum of 10 points with weighting)

Criterion 2: Overall Comments:

Over the past 5 years James Moore & Co have provided professional audit services to a wide range of nonprofit organizations in the State of Florida. James Moore & Co is a highly regarded accounting firm amongst their peers and clients. James Moore & Co demonstrates strong efficacy related to quality control with a strong operational accounting and audit infrastructure, fit to serve the needs of FDDC.

Total Score Criteria #2
(15 maximum points)
 15

Transfer score points to Criterion 2 on page 1

Criterion #3: Staffing (40 Maximum points)

Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in the area of nonprofit and governmental audits and are organized to meet the time frames established.

Rating Question #3.1: Based on information contained in the proposal, how qualified are the individuals assigned to the tasks/activities of this project to perform these required duties?

#3.1 Score

(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Rating Question #3.2: Based on information presented in the proposal, how much relevant experience in nonprofit and governmental audits do the staff assigned to the audit team have?

#3.2 Score

(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Rating Question #3.3: Based on information presented in the proposal, to what extent is the offeror organized to meet the timeframes established (i.e. is there enough staff; is support staff needed; is there adequate supervision for proposed tasks/activities; there is an ability to manage and successfully complete the functions required)?

#3.3 Score

(0-5 points) 5 X 2 = 10
(Maximum of 10 points with weighting)

Criterion 3: Overall Comments:

James Moore & Co staff are highly qualified and well poised in accounting and audit. James Moore & Co operates fully staffed to provide services not just for FDDC but across the state. This factors in with consistency during the audit engagement which lends to continuity of audit services without loss of traction to reach audit completion. This is very important to FDDC to timely meet our federal financial audit requirements with confidence.

Total Score Criterion #3
(40 maximum points)

40

Transfer score points to Criterion 3 on page 1

Criterion #4: Contract Price (30 Maximum points)

The proposal should state the fee for preparation of the following for the year ending September 30, 2026, 2027 and 2028: (1) Audited financial statements (2) Data collection form for reporting on Audits of States, Local Governments, and Non-Profit Organization, and (3) Return of Organization Exempt from Income Tax-Form 990. Total number of hours and corresponding billing rate for each staff classification as well as maximum fee should be reported.

Rating Question #4.1: To what extent is the budget for the above-mentioned items allowable, reasonable and necessary?

#4.1 Score
(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Rating Question #4.2: To what extent does the budget appear to be cost-effective and sufficient to carryout the items listed above?

#4.2 Score
(0-5 points) 5 X 3 = 15
(Maximum of 15 points with weighting)

Criterion 4: Overall Comments:

The proposal amount offered by James Moore & Co. is within fair market rate, in addition, there are no additional fees to be assessed during the audit engagement. This allows the FDDC to properly budget for the next three years, which provides the Council with a solid economy of scale and better financial forecasting.

Total Score Criterion #4
(30 maximum points)
30

Transfer score points to Criterion 4 on page 1

Criterion #5: References (10 Maximum points)

At a minimum, two references will be contacted to obtain recommendations of the offeror's current and/or past performance.

Criterion 5: Overall Comments:

Two reference checks were conducted on James Moore & Co, both clients gave impeccable responses on the performance and satisfaction of the firm.

#5.1 Score

(0-5 points) _____ X 2 = _____
(Maximum of 10 points with weighting)

Total Score Criterion #5
(10 maximum points)
__10__

Transfer score points to Criterion 5 on page 1

FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.
Thursday September 17 & Friday September 18, 2026
Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, Florida 32809
(407) 859-1500

Meeting Room – Legacy North Ballroom

DAY 1 - FULL COUNCIL MEETING

11:15 a.m.	Call to Order/Roll Call	<i>Eddie Hall, Chair</i>
11:20 a.m.	Approval of the September 17-18 Agenda**	<i>Eddie Hall, Chair</i>
11:25 a.m.	Approval of the May 21-22 Minutes**	<i>Eddie Hall, Chair</i>
11:25 a.m.-11:55 a.m.	Executive Director Report	<i>Jim DeBeaugrine</i>
11:45 a.m.-12:25 p.m.	Chair/Vice Chair Report	<i>Eddie Hall</i> <i>Jean Sherman</i>
12:25 p.m.-1:00 p.m.	Working Lunch Appreciation Presentation	<i>Jim DeBeaugrine</i>
1:00 p.m.-2:30 p.m.	Identifying Public Policy Issues for 2027	<i>Sarah Goldman</i> <i>Jim DeBeaugrine</i>
2:30 p.m.-4:00 p.m.	Elections	<i>Charlotte Temple</i>
4:00 p.m.	Public Comment	
4:00 p.m.	Adjournment	<i>Dinner on Your Own</i>

Meeting Room – Legacy North Ballroom

DAY 2 - FULL COUNCIL MEETING SCHEDULE

8:30 a.m.	Call to Order/Roll Call	<i>Eddie Hall, Chair</i>
8:30 a.m.-9:30 a.m.	Increasing Council Member Engagement	<i>Jim DeBeaugrine</i>
9:30 a.m.-10:30 a.m.	Standing Committee Updates <i>Outcomes & Recommendations</i>	
	State Plan**	<i>Jean Sherman, Chair</i>
	Public Policy**	<i>Sarah Goldman, Chair</i>
	Finance and Budget Approval**	<i>Carla Mercer, Chair</i>

Executive**

Eddie Hall, Chair

10:30 a.m.-11:00 a.m.

Break: Hotel Check Out

11:00 a.m.-12:15 p.m.

Working Lunch:

State & Sister Agency Reports

Eddie Hall, Chair

Agency for Persons with Disabilities

Agency for Health Care Administration

Department of Elder Affairs

Department of Education: Vocational Rehabilitation

Department of Education-BEES

Department of Health, Children's Medical Services

University of Miami-Mailman Center

University of South Florida-Florida Center for Inclusive Communities

Disability Rights Florida

12:15 p.m.

Public Comment

Eddie Hall, Chair

12:15 p.m.

Meeting Adjourned

Eddie Hall, Chair

Mark Your Calendar

Next Council Meeting January 28-29, 2027

Florida Hotel

DD Awareness Day March 16-17, 2027

Tallahassee

Florida Developmental Disabilities Council, Inc.
Full Council Meeting Minutes
May 21-22, 2026

Thursday, May 21, 2026

Council Members Present: Denise Anderson, Christina Cordova, Enrique Escallon, Sarah Goldman, Elly Hagen, Eddie Hall, Yolanda Herrera, Arizona Jenkins, Danielle McGill, Carla Mercer, Lauren Modawell, Michael Sayih, Charlotte Temple, Victoria Zepp, Susan Nipper (APD), Cherie Hall (DRF), Leah Compagnone-Bolt (VR), Jennifer Zarcone (FCIC), Anna Simmons (DOH), Jean Sherman (UCEDD)

Council Members Absent: Kali Wilson, Patrica Bodiford (DOE), Frank Pate (AHCA), Kira Houge (Elder Affairs)

Staff Present: Susan Kabot; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn; Merle Barrett

Guests: Jim DeBeaugrine (FDDC Board Advisor); Personal care staff

The meeting was called to order by Jean Sherman at 9:08 a.m. and the State Plan Committee began.

Committee Meetings

I. State Plan Committee

Roll call was taken and a quorum was established.

Adoption of Agenda

Jean Sherman called for additions to the agenda, and none were presented. Tina Cordova made a motion to adopt the agenda as presented; Carla Mercer seconded. Sue Kabot made a correction to the agenda and stated that she was removing the vote for the Procurement timeline. All members voted in favor and the agenda was adopted.

Approval of Minutes

Jean Sherman called for a review of the minutes from 01.22.2026.

Sarah Goldman made a motion to adopt the minutes from January 22, 2026; Carla Mercer seconded. All members voted in favor; none abstained. The motion carried and the minutes from January 22, 2026, were adopted.

Programmatic Budget Narrative for State Plan Year 1 (2026-2027)

Sue Kabot advised the committee that the Administration for Community Living (ACL) requires submission of only a Year 1 programmatic budget narrative for the new State Plan. As a result, the budget presented for approval covers only the 2026–2027 key activities. Jean Sherman clarified that the committee approves the budget one year at a time.

Sue stated that the budget narrative is an item requiring committee approval as part of the State Plan submission to ACL. She presented an overview of the proposed budget, explaining that funding has been allocated across each goal for cross-cutting activities, including consultant services and marketing/public relations support. During her review of the plan goals, Sue highlighted Goal 5, which addresses emergency preparedness and emergency issues, and noted that no funds have been allocated to that goal at this time.

Goal 1: Access to Services Budget

The committee reviewed and was asked to approve the Goal 1: Access to Services budget of \$600,000, plus \$92,875 in Cross-Cutting funds, for a total of \$692,875. Sue explained that Cross-Cutting funds support shared administrative expenses, including consultants and marketing/PR services.

The \$600,000 program budget includes:

- \$300,000 for a new web-based platform to be procured through an IFP.
- \$150,000 for the Case Management Assessment System.
- \$150,000 for dissemination of assessment tools for residential, adult day training, and employment services to evaluate service fit for individuals with IDD.

The web-based platform will be implemented by a new provider, while the Case Management Assessment System and Measuring Service Quality activities will continue through Mathematica Researching Provider Solutions will be conducted in-house.

Victoria requested additional details on how funds will be utilized. Sue and Monica noted that the budget was developed using the 70/30 funding model, with 70% allocated to program activities and 30% to administrative expenses.

Goal 2: Behavioral Health and Challenging Behaviors Budget

The committee reviewed and was asked to approve the Goal 2: Behavioral Health and Challenging Behaviors budget of \$675,000, plus \$92,875 in Cross-Cutting funds, for a total of \$767,875.

The program budget includes:

- \$300,000 to address the behavioral therapist shortage through a continuation project with the University of Florida.
- \$200,000 for the NADD Peer Mentor and IISP initiatives.
- \$175,000 for First Responders Training, to be procured through a competitive bid process with a new provider.

Enrique Escallon asked whether any unspent funds from the Training First Responders project could be reallocated rather than reverted. Sue explained that funding is distributed during the

first half of the year, and Monica noted that the council plans to fully expend the grant funds and does not anticipate any reversion of funds.

Yolanda Herrera commented that the challenge in her area is not a shortage of behavior analysts, but rather a lack of providers willing to serve adults in need of services.

Eddie Hall asked how the Cross-Cutting funds were distributed. Sue explained that the total Cross-Cutting allocation is divided equally among the four goals, consistent with federal guidance.

Goal 3: Aging Families Budget

The committee reviewed and was asked to approve the Goal 3: Aging Families budget of \$400,000, plus \$92,875 in Cross-Cutting funds, for a total of \$492,875.

The program budget includes:

- \$200,000 for the development of a Future Planning Toolkit and person-centered planning resources.
- \$200,000 for an Environmental Scan Technology project to identify technology strategies that support aging families and enable individuals to remain in their homes.

The Future Planning Toolkit and Environmental Scan Technology projects will be procured through a competitive bid process. The AGEDD follow-up project, which will be completed in-house.

Yolanda Herrera asked for clarification regarding the in-house project, including whether it would involve ensuring that local groups continue to meet. She also inquired about the concept of a "model" home. Sarah Goldman asked about funding for grassroots community training, **and Sue indicated that it may be considered in the second year of the plan.**

Goal 4: Self-Advocacy Leadership

The proposed budget for Goal 4 is \$370,000, with an additional \$92,875 in Cross-Cutting funds and \$155,000 on the FDDC budget.

This goal includes four projects:

- Florida SAN'D Fellows Leadership Program – \$300,000, continuing through a contract with Pathways Resolution.
- Partners in Policymaking (PIP) – \$65,000, continuing through a contract with Stacey Hoaglund. Staff clarified that while the project budget reflects \$155,000 on the FDDC budget, those funds support hotel costs, travel, supplies, and other program expenses that are administered in-house. The contracted amount of \$65,000 is solely for the PIP Coordinator salary.

- Partners Alumni Network – Currently under consideration to be managed either in-house or through a consultant.
- Partners in Policymaking Alternate Curriculum Pilot – \$5,000, to be completed in-house. The pilot will test adaptations to the alternate curriculum and identify participant support needs. Staff noted that the curriculum project produced the curriculum itself, and this pilot will help determine what additional accommodations or resources participants may require.

During discussion, Yolanda requested additional clarification regarding the alternate PIP Curriculum Pilot. Sue explained that the pilot will be used to assess necessary adaptations and participant supports before broader implementation.

Sue also reported that she met with Florida SAN'D this week. The organization requested assistance in reminding graduates to participate in the monthly Amplify calls, which are held on the first day of each month at 6:00 p.m.

Goal 5: Emerging/Emergency Needs

The committee discussed Goal 5 (Emerging/Emergency Needs), which remains budgeted at \$0.00. Victoria questioned why the goal was included without allocated funding. Sue explained that retaining Goal 5 in the State Plan allows funds to be reallocated, with ACL approval, to address future emergency or emerging needs. Without the goal in the plan, such reallocations would not be possible.

Elly Hagen moved to adopt the Programmatic Budget Narrative for State Plan Year 1, seconded by Tina Cordova. The motion passed unanimously with no abstentions and was forwarded to the Full Council for a vote.

Cross-Cutting Activities Budget

The Cross-Cutting budget totals \$371,500 and includes:

- RBOA – \$140,000
- Linqua – \$30,000
- DD Day – \$22,500
- Public Policy – \$54,000
- State Plan Development – \$125,000

The overall proposed budget for State Plan Year 1 is \$2,416,500, consisting of \$2,045,000 in programmatic funding and \$371,500 in Cross-Cutting funds.

Jean Sherman called for a motion to approve the 2026–2027 Programmatic Budget Narrative for State Plan Year 1. Elly Hagen made a motion to adopt the Programmatic Budget Narrative, and Tina Cordova seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the Programmatic Budget Narrative for State Plan Year 1 was forwarded to the Full Council for approval.

At 10:21 a.m., discussion of the State Plan was paused to move to the Finance agenda item, allowing Thomas Howell Ferguson representatives to present due to other commitments.

The meeting resumed consideration of the State Plan at 10:33 a.m.

Request to Purchase a Learning Management System

Chris shared that she looked at several LMS platforms. Ultimately the Talent LMS platform was chosen, and it consists of 400 seats.

Tina Cordova made a motion to adopt the purchase of the Learning Management System; Carla Mercer seconded. All members voted in favor; none abstained. The motion carried and the purchase of the Learning Management System was adopted to move to the Full Council for vote.

II. Finance Committee

Roll call was taken and quorum was established.

Adoption of Agenda

Charlotte Temple made a motion to adopt the agenda; Enrique Escallon seconded. All members voted in favor; none abstained. The motion carried and the agenda was adopted.

Approval of Minutes

Tina Cordova noted that she was not in attendance at the previous Finance Committee meeting and requested that the minutes be amended to reflect her absence.

Sarah Goldman made a motion to approve the January 22, 2026, Finance Committee meeting minutes as amended. Enrique Escallon seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the January 22, 2026, meeting minutes were approved.

During discussion of the minutes, Enrique Escallon inquired about the status of the accounting manual referenced at the previous meeting. Monica Moya reported that the manual is still being updated. Once finalized, it will be incorporated into the audit update and reflected in future meeting minutes.

Adoption of Financials

Monica Moya turned the meeting over to Ben Moon of Thomas Howell Ferguson, P.A., who presented the financial reports, including the Profit and Loss Statement and the Budget-to-Actual Statement. Ben explained that the financial statements are prepared on an accrual basis and noted that expenses continue to be tracked and reported by class/grant under Grant 2501.

Ben also provided an update on the audit process, reporting that Thomas Howell Ferguson has submitted all requested documentation to the auditors and is working closely with them to complete the audit. The firm anticipates the audit will be finalized by the last week of June.

Enrique Escallon made a motion to approve the Budget-to-Actual Financial Statements and forward them to the Full Council for consideration. Charlotte Temple seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the Budget-to-Actual Financial Statements were approved for submission to the Full Council.

Carla Mercer called for public comment. Hearing none, she adjourned the Finance Committee meeting at 10:32 a.m.

At 10:33 a.m., the meeting returned to the State Plan agenda for final discussion and consideration.

III. Executive Committee

Eddie Hall called the meeting to order at 11:00 a.m.
Roll call was taken and a quorum was established.

Adoption of Agenda

Yolanda Herrera made a motion to adopt the agenda, and Elly Hagen seconded the motion. All members voted in favor, with no abstentions. The motion carried, and the agenda was adopted.

Approval of Minutes

The Council considered approval of September 11, 2025, February 23, 2026; March 2, 2026; and April 22, 2026, meeting minutes.

Elly Hagen made a motion to adopt the minutes from September 11, 2025; Jean Sherman seconded. All members voted in favor; none abstained. The motion carried and the minutes from September 11, 2025, were adopted.

Elly Hagen made a motion to adopt the minutes from February 23, 2026; Yolanda Herrera seconded. All members voted in favor; none abstained. The motion carried and the minutes from February 23, 2026, were adopted.

Elly Hagen made a motion to approve March 2, 2026, minutes, seconded by Carla Mercer. Discussion of the March 2, 2026, minutes ensued. Tina Cordova requested clarification on statements included in the record, noting she was not part of the Executive Committee at the time and had not previously had access to the underlying information. She questioned the status of Valerie Breen's contract and whether a buyout was still under consideration. Carla Mercer stated that, based on her attendance at prior meetings, the matter appeared to have been tabled. Elly Hagen reported that Valerie had withdrawn her buyout request, while Monica Moya indicated uncertainty regarding who had received that communication. Danielle

McGill asked about next steps should Valerie not renew her contract after September, and Eddie Hall stated that the Council would appoint an Interim Executive Director and begin a search for a permanent Executive Director if needed.

Members further discussed related context, including Valerie Breen's employment status and succession planning, with confirmation that contract discussions had been tabled and that Valerie was expected to continue through her current term ending September 2026.

Separately, discussion included updates provided by Greg Stewart, legal counsel, regarding the hearing process involving Enrique Escallon. He noted that procedural discrepancies in draft correspondence led to delays, resulting in the matter being postponed and tabled. Enrique Escallon requested full Council access to meeting recordings and stated his desire for the matter to be addressed by the Full Council.

Enrique Escallon requested full access to meeting recordings and stated he wished the issue to be addressed by the Full Council. He also raised concerns regarding receipt of legal correspondence and preparation time for response.

All members voted in favor to adopt the March 2, 2026, minutes; none abstained. The motion carried and the minutes were adopted.

Carla Mercer made a motion to approve the April 22, 2026, Executive Committee and Full Council minutes, seconded by Elly Hagen. All members voted in favor, none abstained. The motion carried and the minutes from April 22, 2026, were adopted.

Eddie Hall adjourned Executive Committee Meeting at 11:31

Full Council Meeting- May 21, 2026

Chair Eddie Hall called the meeting to order at 11:32 a.m., roll call was taken and quorum was established.

Eddie Hall referred to supplemental folders for updated Agenda and asked for a motion to adopt the agenda.

I. Adoption of Agenda

Cherie Hall made a motion to adopt the agenda as presented; Sarah Goldman seconded. All members voted in favor; none abstained. The motion carried and the agenda was adopted.

II. Adoption of Minutes

Jennifer Zarcone made a motion to adopt the January 2026 minutes; Lauren Modawell seconded. Enrique Escallon states that the meeting after the Jan Council meeting was a continuation rather than a separate meeting. Jim DeBeaugrine stated that is a question for the attorney and the question was noted.

All members voted to adopt the minutes as written, none abstained. The motion carried and the January 2026 minutes were adopted.

Jennifer Zarcone made a motion to adopt the April 2026 minutes; Lauren Modawell seconded. All members voted in favor; none abstained. The motion carried and the April 2026 minutes were adopted.

III. Chair/Vice-Chair Report

Eddie Hall reported ongoing communication with Valerie and noted challenges due to her absence but stated he had maintained good communication with Jim DeBeaugrine. He emphasized the Council's continued focus on serving individuals with disabilities.

Jean Sherman, attending her first meeting as Vice Chair, reaffirmed her commitment to the Council's mission and expressed the need for a clear plan and timeline to address outstanding matters. While acknowledging Valerie Breen's illness as a valid reason for delay, she stated that unresolved issues should not remain pending indefinitely and requested that a plan be established before the September meeting.

Eddie Hall called for a working lunch and advised that Greg Stewart would provide follow-up regarding Sunshine Law questions. The Council also discussed convening an Executive Committee meeting prior to September; no date was set.

IV. Sunshine Law, Public Records, Code of Ethics Refresher Training

Greg Stewart from Nabors, Giblin and Nickerson was recognized.

Council members discussed matters previously addressed by the Executive Committee, including the pending hearing involving Enrique Escallon and questions regarding Dennis Hart's resignation. Enrique noted that he possessed a February 10 email indicating Dennis Hart's resignation and questioned why Dennis continued to participate in meetings. Greg Stewart stated that he interpreted the email as notice of a forthcoming resignation rather than an immediate resignation.

Jean Sherman asked about scheduling the postponed hearing involving Enrique Escallon, and Elly Hagen requested an update on the matter. Greg Stewart advised that the applicable policy requires a hearing request within 15 days, which Enrique had timely submitted, but does not establish a deadline for conducting the hearing. Tina Cordova suggested preparing a timeline summarizing Executive Committee discussions and actions to keep Council members informed. Eddie Hall reported that Valerie Breen remains on FMLA leave through July 31, 2026.

Discussion also addressed the postponement of Enrique's hearing with Eddie Hall asking Greg Stewart to clarify. Jim DeBeaugrine took the lead and explained that the hearing was delayed because multiple versions of the proposed letter existed and the Council wanted to finalize a single draft before proceeding. Jean Sherman and Victoria requested clarification regarding

approval of the final letter. Greg Stewart advised that the letter would ultimately require action by the full Council before being forwarded to the Governor.

Enrique Escallon stated that he believed the allegations against him were inaccurate and expressed concern about the time, expense, and division resulting from the matter. He stated that he would consider resigning but requested a vote of confidence from the Council regarding his continued service. Enrique subsequently made a motion requesting a vote of confidence, which was seconded by Yolanda Herrera.

Jim DeBeaugrine asked that the motion be clarified and restated for the record. He explained that the Council does not have the authority to remove or retain a member through a vote of confidence, that the hearing process would continue regardless of the outcome, and that the proposed vote was non-binding. At Eddie Hall's request, Jean Sherman restated the motion as a vote of confidence regarding Enrique's continued service, with Enrique indicating that he would resign if the Council expressed no confidence in him.

During discussion, Tina Cordova asked Enrique whether he would consider stepping down in lieu of a vote. Enrique responded that he would not resign because he believed the allegations were inaccurate or based on incomplete information. Tina stated that the matter was causing further harm to the Council and requested that Enrique resign; Enrique stated that he would consider the request. Elly Hagen stated that the situation had become difficult for the Council and reiterated that the hearing process would continue if Enrique remained. Charlotte Temple expressed concern that the matter had not been fully investigated and warranted additional review before being escalated to the Governor. Jim DeBeaugrine responded that the proposed letter was intended to be factual and that any decision regarding further investigation would rest with the Council.

Prior to the vote, Enrique stated that he would resign if the record reflected that the January meeting was a continuation meeting rather than a new meeting. He also expressed concern regarding discussions about the matter that occurred outside the meeting. Greg Stewart requested that any resignation be submitted in writing and noted that the investigation process would continue as appropriate. Jean Sherman and Elly Hagen expressed opposition to the vote of confidence motion. Enrique Escallon made a motion requesting a vote of confidence from the Council for him to continue serving on the Council. Yolanda seconded the motion. Jean Sherman and Elly Hagen stated their opposition to the motion.

A roll call vote was taken, resulting in 6 votes in favor, 7 opposed, and 5 abstentions. Following the vote, Enrique Escallon stated that he would send a resignation letter, though not immediately. Results of the vote are as follows:

Yes Votes	No Votes	Abstained from Voting	Absent – Did Not Vote
Enrique Escallon Yolanda Herrera Carla Mercer Charlotte Temple Cherie Hall Arizona Jenkins	Tina Cordova Sarah Goldman Elly Hagen Eddie Hall Lauren Modawell Michael Sayih Jean Sherman	Denise Anderson Susan Nipper (APD) Leah Compagenone-Bolt (VR) Jennifer Zarcone (FCIC) Anna Simmons (DOH)	Danielle McGill Victoria Zepp

Sunshine Law, Public Records, Code of Ethics Refresher Training

Greg Stewart of Nabors, Goblin and Nickerson shared a Sunshine Law, Public Records, Conflict of Interest and Ethics Refresher Training.

V. Aging Summit Discussion and Next Steps

Jennifer Chung, Director of Programs, shared updates on the Aging Summit. There was a total of 61 participants, 16 FDDC Aging Caregiver Task Force, Executive Committee Council Members & Staff, 5 Margaret Lynn Duggar Associates Staff, 3 Federal speakers, 3 Partners in Policymaking, 34 Communities of Practice members (14 I/DD Network, 20 Aging Network).

VI. Project Presentation- Access to Services (ASK)

Diane Beaver, Mathematica, Inc. presented on the ASK Research Hub.

VII. New Business/Public Comment

Eddie Hall asked whether there was any new business or public comment from the floor.

Cherie Hall, Disability Rights Florida, stated that there appeared to be an assumption that Valerie Breen would not seek a contract extension beyond September and suggested that the Council establish an Executive Director search committee. Eddie Hall responded that the matter would be placed on the agenda for the next Executive Committee meeting.

Tina Cordova suggested that the Executive Committee meet on a monthly basis. Jim DeBeaugrine added that the committee should outline a process and present it to the full Executive Committee for consideration.

Yolanda Herrera raised a question regarding the need for an Interim Director and asked whether the organization could function temporarily without a Director. Jim DeBeaugrine responded that there would likely be a need for an Interim Director.

Eddie Hall then called for any additional public comment, and none was offered.

Eddie Hall adjourned the meeting at 4:00 pm

Full Council Meeting- Friday, May 22, 2026

Council Members Present: Denise Anderson; Christina Cordova; Enrique Escallon; Sarah Goldman; Elly Hagen; Eddie Hall; Yolanda Herrera; Arizona Jenkins; Carla Mercer; Lauren Modawell; Michael Sayih; Charlotte Temple; Susan Nipper (APD); Cherie Hall (DRF); Anna Simmons (DOH); Jean Sherman (UCEDD); Leah Compagnone-Bolt (VR); Victoria Zepp

Council Members Absent: Danielle McGill; Kali Wilson; Frank Pate (AHCA); Jennifer Zarcone (FCIC); Patricia Bodiford (DOE); Kira Houge (Elder Affairs)

Staff Present: Susan Kabot; Monica Moye; Chris Reeve; Jennifer Chung; Kristen Conlin; Jamie Mayersohn; Merle Barrett

Guests Present: Jim DeBeaugrine (FDDC Legislative Advisor); Personal care staff.

Hall called the meeting to order at 8:33 a.m., roll call was taken and quorum was established.

I. Update on 5-Year Plan and Procurement

Sue Kabot reported that the public-facing Five-Year State Plan is scheduled for submission to the federal government by August 15, 2026. All goals, objectives, and Year 1 scopes of work have been completed, and Year 1 allocations were approved by the State Plan Committee. Sheila Gifts will enter the plan information into the federal system. Sue also noted that the Community Resource Assessment (CRA) template was not received until May 18 and work on finalizing the CRA would begin immediately.

Monica provided an update on the procurement schedule, noting that Invitations for Proposals (IFPs) are scheduled for release in June and July 2026, including an IFP for the ASK Project web-based platform. Chris Reeve explained that a review committee will be established to evaluate and score proposals, with recommendations returning to the State Plan Committee.

Discussion followed regarding the ASK Project. Yolanda Herrera requested clarification, noting her understanding that the project had previously been completed. Sue Kabot explained that the project has evolved from a resource collection effort into a broader web-based platform, with content development temporarily paused until the platform is completed. Jamie further explained that the project began approximately one year later than planned after the original IFP did not result in a contract award. The project was subsequently assigned through a sole-source process and was always intended to span portions of two State Plan cycles due to its technical complexity and evolving technology, including advancements in artificial intelligence.

Council members discussed procurement oversight and project timelines. Chris Reeve reported that a review committee is being formed and Sue Kabot noted that the committee will include individuals with information technology and developmental disabilities expertise. Tina Cordova asked whether the ASK Project would be hosted on the Learning Management System (LMS), and Chris responded that a separate platform would

be used. Monica emphasized the importance of clearly defined procurement requirements, performance measures, and accessibility standards. Chris confirmed that accessibility, artificial intelligence considerations, and protections for vulnerable populations would be incorporated into the procurement process.

Yolanda Herrera requested that the Council receive regular updates regarding procurements and project timelines. Monica stated that procurement schedules could be shared and that updates would be provided throughout the review and selection process. She also reminded members that a "cone of silence" would apply during procurements. Jim DeBeaugrine explained that the cone of silence prohibits communication between vendors and Council members or staff during designated periods of the procurement process to ensure fairness and prevent undue influence.

Sue Kabot stated that the goal is to have all procurements completed and implementation ready for the start of the fiscal year on October 1, 2026.

The meeting briefly recessed for five minutes to reconnect the Zoom meeting.

II. Tour of the Redesigned FDDC Website

Jamie Mayersohn presented a partially redesigned version of the website.

Eddie Hall asked if all products would be translated into Spanish, with Jamie stating that anything for the supervisors would not be translated but for the individuals it would be.

Arizona asked if everything would be compliant on the site and if there would some form of virus protection.

III. Standing Committee Recommendations for Council

State Plan Committee

Programmatic Budget Narrative for State Plan Year 1 (2026-2027) & Request to Purchase a Learning Management System

Cherie Hall made a motion to adopt the Programmatic Budget Narrative for State Plan Year 1 and the Request to Purchase a Learning Management System; Sarah Goldman seconded. All members voted in favor; none abstained. The motion carried and the Programmatic Budget Narrative for State Plan Year 1 and a Request to the Full Council adopted purchase a Learning Management System.

Jean Sherman presented the State Plan Committee report as follows:

The State Plan Committee met at 9:00 am. All members of the State Plan Committee except for Kali Wilson were present. Minutes from the January 22, 2026, meeting were approved. The Year 1 \$2,416,500 for Goals 1–4 plus cross-cutting activities was approved by the Committee. Three bids for a Learning Management System were considered and a recommendation to approve the bid from TalentLMS for \$5,174 was approved.

Finance Committee

Monica Moya presented the Finance Committee report as follows:

Recommend Full Council adoption of the Budget to Actual *and* Statement of Activity by Class for 10/1/2025-3/31/2026.

Eddie Hall called for a motion to adopt the Budget v Actual Financials.

Arizona Jenkins made a motion to adopt the Budget vs. Actual Financials; Yolanda Herrera seconded. All members voted in favor; none abstained. The motion carried and the Budget vs. Actual Financials were adopted by the Full Council.

Executive Committee

Eddie Hall presented the Executive Committee Report as follows:

The Executive Committee met on May 21, 2026, at 10:20 am. The minutes from the September 11, 2025, February 23, 2026, March 2, 2026, and April 22, 2026, were reviewed and approved. A discussion was held regarding the postponement of the Council member hearing and when the hearing would be rescheduled. Enrique Escallon said that he was willing to resign if the Council did not have confidence in his ability to continue serving. The vote of confidence was held. The Council voted “no confidence” with seven no votes, six yes votes, and four abstentions.

Eddie Hall asked for motion to accept the report.

Lauren Modawell made a motion to adopt the Executive Committee Report; Denise Anderson seconded. All members voted in favor; none abstained. The motion carried and the Executive Committee report was adopted by the full Council.

IV. Legislative Outcomes Report

Jim DeBeaugrine and Sarah Goldman shared a brief overview of items and bills that passed versus failed during the legislative session.

A legislative update was provided regarding bills passed by the Legislature and signed by the Governor.

The Council reviewed HB 915/SB 1016, which codifies the Working People with Disabilities Program. The legislation allows individuals with developmental disabilities to earn up to 550% of the Supplemental Security Income (SSI) Federal Benefit Rate and maintain up to \$13,000 in cash assets while retaining Medicaid eligibility. During discussion, Sarah spoke in support of the bill based on her experience as a working person with disabilities. Eddie Hall asked how ABLE accounts would be affected, and Sarah explained that while individuals may utilize ABLE accounts, the funds are not protected for Social Security purposes. Charlotte Temple noted that the legislation also affects case management and long-term care services.

Additional legislation reviewed included:

- HB 453/SB 556, allowing participation in Special Olympics to satisfy physical education graduation requirements and permitting two years of marching band participation to satisfy both physical education and performing arts requirements.
- SB 418/HB 365, establishing the Blue Envelope Program for individuals with autism and requiring autism-specific training for law enforcement officers.
- SB 1405/SB 1570, reestablishing the Project Leo program through the CARD Centers to provide tracking devices for individuals at risk of elopement and appropriating funding to participating universities.
- HB 851/SB 206, requiring at least one professional development opportunity for instructional personnel and administrators on supporting students with autism spectrum disorders.

Council members also discussed Medicaid waiver programs. Susan Nipper clarified that clarification regarding individuals who choose to leave one waiver program and later return to it, and discussion followed regarding available options within the Medicaid managed care system.

Sarah Goldman noted that a significant number of legislators will be leaving office this year, creating a need to educate newly elected lawmakers on disability-related issues and Council priorities.

Bills that Failed

HB 109 / SB 662- which would have prohibited the use of corporal punishment on public school students by school district staff, neither bill was heard in a committee.

HB 517 / SB 152- would have required that managed care plans pay at least agency rates for dental care and established minimum standards for certain types of specialty cases such as sedation and anesthesia. The House passed its version to the Senate where it died in the Senate Rules Committee, The Senate version did not receive a hearing.

HB 411 / SB 1652- would have updated the definition of Autism to match the current definition in the Diagnostic and Statistical Manual. The House bill was amended in its first committee to remove the language related to the definition of Autism, but it died in its second committee. The Senate version was not heard in a committee.

SB 72 / HB 615- Would have established deadlines for Individual Education Plan (IEP) development, would have required parental notification if IEP services were missed, would have required that parents were allowed to review service logs and other information in the IEP within 15 days of the request, and required IEP orientation. The House passed its version of the bill. The Senate version was not heard in a committee. The parental notification requirements and parental access to IEP provisions were included in the final version of HB 1279 by Kincart-Jonsson which passed the Legislature.

HB 487 / SB 586- Would have required original equipment manufacturers to provide owners and independent repair providers with the necessary documentation, software, parts, and

tools to repair mobility devices. The House version passed all committees but were never considered by the full House. The Senate version was not heard in a committee.

V. DD Day 2026 Outcomes:

Kim Galban-Countryman served as our Developmental Disabilities Awareness Day Coordinator for the 2026 DD Day. She shared our goals vs. results. For attendance we planned 200, and our actual was over 214, for exhibitors we planned for 20, but only had 14 exhibitors, for partners we planned for 4 and only had one.

VI. State Agency/Sister Agency Reports

- Susan Nipper provided the report from the Agency for Persons with Disabilities.
- Leah Compagnone-Bolt provided the report from Division of Vocational Rehabilitation.
- Anna Simmons provided the report from the Department of Health, Children's Medical Services.
- Jean Sherman provided the report from the University of Miami-Mailman Center.
- Monica Moya presented the report on behalf of Jennifer Zarcone University of South Florida- Florida Center for Inclusive Communities.
- Cherie Hall provided the report from Disability Rights Florida

VII. Public Comment

Eddie Hall asked if there was any public comment from the floor. None was provided.

Reminder about the September council meeting, and election information will be forthcoming.

Eddie did receive notice from Enrique that he enjoyed being a part of the council, but he will be receiving the letter of resignation.

The meeting was adjourned at 12:34 p.m.

BIOS

Executive Committee Nominees

(Based on what nominees submitted on their Consent to Serve)

Describe your qualifications, experience, or other reasons for seeking consideration to the stated elected position(s). Provide information on (1) How many years have you served on the Council; (2) Any leadership positions you have held with the Council, including Task Force and Committee roles; and (3) Your plans for the direction of the Council in the next 2 years, including three things you feel are the top priorities facing the Council.

Christina Cordova

This is my third year serving on the FDDC and I have served on several Committees and Task Forces for the Council during my term. I would love to continue in my elected position to help further our Council in the direction of helping individuals and families affected by IDD through the Council's next 5 year plan and the upcoming changes/challenges it is facing in the near future.

My Top Priorities:

1. Upholding the integrity and purpose of the FDDC, by ensuring our council's initiatives move forward as planned and we continue to work to better the lives of those affected by IDD.
2. Ensure our Council is held accountable to its Bylaws and Procedures as we make decisions, implement our 5-year plan, and continue to work with our state legislators to create policy changes.
3. Work with the Council to create better communication efforts and transparency of the councilmembers, staff, and agencies. I also would love to give the FDDC staff more input and stake in the council decision making, as they are the ones on the ground doing the work and overseeing state initiatives.

Sarah Goldman

As a self-advocate, it would be an honor to serve again as a member at large for the Council. I would like to continue to be a voice for the challenges self-advocates face. Having served on the Council since January of 2019, I have served as Chair on the Public Policy Committee, Vice Chair of the Self-Advocacy and Leadership Task Force, and Chair of the Managed Care Task Force.

Three things I feel are priorities facing the Council in the next two years are 1) continuing our legislative presence and hosting more successful DD advocacy days, 2) continuing to be a voice for issues impacting those with developmental disabilities (higher caregiver

Sarah Goldman, Continued

wages/getting more individuals off the APD waiting list), 3) providing grants, programming, and other opportunities for parents and self-advocates to become empowered to be their own advocates (continuing funds for Partners in Policy Making, FL-SAND, fellows, etc).

Eddie Hall

I have served 11 years on the Council and served as At Large, Vice Chairman and Chairman. I have served on Employment , Self Advocacy, Public Policy Committees. I am hopeful that the Council would continue its current direction and increase Self Advocacy efforts for those with IDD.

Yolanda Herrea

(1) I have served the Council for 8 years. (2) Served as Chair of the Aging Caregivers Task Force. I am a member of the Executive Committee, serve in the State Plan Committee and Public Policy Committee. Also a member of the Self-Advocacy Leadership Task Force and Managed Care - AD HOC. (3) The Council has several priorities most important, will be the search for a new Executive Director, followed by the implementation of the new State Plan. I believe the time I have been serving and educating myself on the Council functions, will be an asset as we move forward. It will be my priority to promote more Council member participation on all aspects, to take advantage of their knowledge and expertise. Promote open communication between staff and Council members, support our interim Executive Director and work as a united Council to ensure the new State Plan addresses our mandate by creating tangible projects

Arizona Jenkins

I have been on the council for two years and I have been in a leadership position for many boards but for council just yet. Let the work I have done speak for me. I know everyone who I need to know to get the job done for with disabilities and my plans are to continue working with them as long as possible to make them understand that they are making a difference in the lives of people who have a disability.

Carla Mercer

Having served in leadership capacities for eight of my eleven years on active duty with the Army, I have maintained my dedication to service beyond my military career.

From June 2021 to June 2026, I held a board member position with the Autism Society of Florida. During this tenure, I identified a critical need to support military families and subsequently established the organization's inaugural virtual Military Autism Support Group. For five years, I provided peer support and mentorship to families within this group. Additionally, families throughout the state were provided with individualized support based on their location and needs. My contributions also encompassed integral involvement in the management of our Combined Federal Campaign (CFC) and Creating Healthier

Carla Mercer, Continued:

Communities (CHC) initiatives as a nonprofit entity. In my final year, I assumed the role of treasurer and primary manager for both the CFC and CHC campaigns in addition to serving my community.

From 2022 to 2024, I served as Treasurer and Interim President of the Jacksonville chapter of the Women's Army Corps Veterans Association, the only female veteran organization chartered by Congress. As Treasurer, I oversaw the organization's finances, including a grant-funded program supporting veterans with financial and mobility needs. During a critical transition, I stepped in as President and led the chapter until the next election. I was later re-elected Treasurer for the 2023–2024 term and helped ensure a smooth handoff to my successor. I currently serve as a Member-at-Large and on the National Honor Guard.

My service on the Developmental Disabilities Council began in January 2024. Over the past 2.5 years, I have contributed as a Council member, including serving as Co-Chair of the Aging Caregivers Taskforce, a member of the ASK Taskforce, as well as the Bylaws, State Plan, and Public Policy Committees. In April 2026, I was elected to serve as treasurer of the organization.

Looking ahead, my three priorities are to strengthen and stabilize the Council's foundation through a clear, consistent structure grounded in our bylaws and policies; implement annual training on policies and procedures so Council members can serve effectively and confidently; and promote transparent communication across the Council.

Jean Sherman

I have served on the Council for 13 years, first appointed solely as a parent of a man with a severe developmental disability, and until the present, as the representative of the University of Miami UCEDD -after 23 years on the University faculty, with both the Mailman Center and the Center on Aging.

During my years on the Council, I have served on a variety of Task Forces and committees, the most recent being the HCBS and Aging Families Task Forces, Chair of the State Plan Committee and current Vice Chair of the Executive Committee.

During this period of leadership transition for the Council, I believe it is imperative that we conduct a comprehensive search for the most qualified new Executive Director, while also hiring talented staff to fill existing vacant positions.

To assure the Council's continued success as a leading advocate for systemic changes, public policy improvement and community inclusion for Florida residents with Developmental Disabilities and their families, we must recruit and recommend the next group of potential Council members to the Office of the Governor.

Of equal importance, we must successfully implement and monitor the projects and activities that will achieve the goals and outcomes documented in the first two years of our new Five-Year State Plan.

Florida Developmental Disabilities Council, Inc.

BALLOT

2026

CHAIR: There are three candidates. Only choose 1.

☐ **Yolanda Herrera**

☐ **Arizona Jenkins**

☐ **Jean Sherman**

Print Name: _____

Signature: _____

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

Denise Anderson

Coral Springs, FL

Christina Cordova

Spring Hill, FL

Sarah Goldman

Tallahassee, FL

Elly Hagen

Alva, FL

Eddie Hall

Lakeland, FL

Yolanda Herrera

Ft. Lauderdale, FL

Arizona Jenkins

Tampa, FL

Danielle McGill

Temple Terrace, FL

Carla Mercer

Jacksonville, FL

Lauren Modawell

Lakeland, FL

Michael Sayih

Pembroke Pines, FL

Charlotte Temple

Jacksonville, FL

Kali Wilson

Palm Harbor FL

Victoria Zepp, DPL

Tallahassee, FL

Shevaun Harris- Secretary

Agency for Healthcare Administration

Bureau of Medicaid Policy

Tallahassee, FL

Robert Asztalos

Agency for Persons with Disabilities

Tallahassee, FL

Alternate: Susan Nipper

Cherie Hall, Executive Director

Disability Rights Florida

Tallahassee, FL

Alternate: Caitlyn Clibbon

Leah Compagnone-Bolt

Division of Vocational Rehabilitation

Florida Department of Education

Tallahassee, FL

Lise Fox

Florida Center for Inclusive Communities

University of South Florida

Tampa, FL

Alternate: Jennifer Zarcone

Patricia Bodiford

Department of Education

Bureau of Exceptional Ed. & Student Services

Tallahassee, FL

Kira Houge, Chief of Community & Support Services

Florida Department of Elder Affairs

Tallahassee, FL

Anna Simmons

Florida Department of Health

Division of Children's Medical Services

Tallahassee, FL

Jean Sherman, Ed.D., RN

University of Miami Mailman Center (UCEDD)

Miami, FL

2026 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

Tina Cordova

Sarah Goldman

Elly Hagen

Yolanda Herrera

Danielle McGill

Carla Mercer

Kali Wilson

Public Policy Committee

Sarah Goldman, Chair

Staff, Valerie Breen

Eddie Hall

Yolanda Herrera

Arizona Jenkins

Danielle McGill

Carla Mercer

Lauren Modawell

Charlotte Temple

Executive Committee

Eddie Hall, Chair

Staff, Jim DeBeaugrine

Jean Sherman, Vice Chair

Carla Mercer, Treasurer

Elly Hagen, At-Large (Elected)

Christina Cordova, At-Large (Elected)

Arizona Jenkins, At-Large (Appointed)

Yolanda Herrera, At Large (Appointed)

Finance Committee

Carla Mercer, Chair

Staff, Monica Moya

Caitlyn Clibbon

Sarah Goldman

Charlotte Temple

Kali Wilson

Tina Cordova



2026 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

Tina Cordova, Co-Chair

Staff, Chris Reeve

Denise Anderson

Caitlyn Clibbon

Elly Hagen

Carla Mercer

Charlotte Temple

Kali Wilson

Victoria Zepp

Resource Members

Danny Armstrong

Jennifer Zarcone

Home & Community Based Services (HCBS)

Kali Wilson, Chair

Staff, Sue Kabot

Denise Anderson

Tina Cordova

Arizona Jenkins

Susan Nipper

Jean Sherman

Self-Advocacy Leadership

Danielle McGill, Chair

Sarah Goldman, Co-Chair

Staff, Sue Kabot

Eddie Hall

Yolanda Herrera

Lauren Modawell

Aging Caregivers

Yolanda Herrera, Chair

Carla Mercer, Co-Chair

Staff, Jennifer Chung

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

Yolanda Herrera

Susan Nipper

Kimberly Quinn

Charlotte Temple

Victoria Zepp

Resource Members

Kevin Johnson

Laura Minutello

Broad Systems Change/Emerging Issues- AD HOC

2027 Meeting Schedule & Locations

FDDC Council Meeting

January 28-29, 2027

Florida Hotel & Conference Center
Orlando, FL

FDDC Council Meeting

May 20-21, 2027

Florida Hotel & Conference Center
Orlando, FL

FDDC Council Meeting

TBD

Florida Hotel & Conference Center
Orlando, FL