



**Florida Developmental Disabilities Council, Inc.**  
**Full Council Meeting Minutes**  
**May 14-15, 2020**

**Members Present:** Susan Kabot, Chair, Amanda Baker, Dick Bradley, Conney Dahn, Sarah Goldman, Elly Hagen, Cherie Hall, Eddie Hall, Laurie Harlow, Dennis Hart, Yolanda Herrera, Kevin Johnson, Jack Kosik, Bobbie Lake, Lisa Miller, TJ Moon, Jan Pearce, Elizabeth Perkins, Tom Rice, Jean Sherman, Kali Wilson

**Members Absent:** Louis Towson, Victoria Zepp

**Staff Present:** Valerie Breen, Safee Broxton, Kristen Conlin, Misty Grimm, Sheila Gritz-Swift, Holly Hohmeister, Margaret Hooper, Vanda Jenkins, Rick Lockenbach, Kay Spence, Lisa Taylor

**Others Present: 05/14/2020**

Christine Abarca, Ginnifer Barber, Sandy Carroll, Hailee Cornett, Isabella Cruz, Lynne Das, Edwin DeBardeleben, Jeff Feller, Ray & Barbara Foster, Lorena Fulcher, Renee Jenkins, Kristin Korinko, Clarence Lewis, Zoe Linafete, Madeline Nobles, Lindsey Redding, R Gaffney, Rose Salinas, Christine Sexton, Mindy Whitehead

**Others Present: 05/15/2020**

Christine Abarca, Ginnifer Barber, Martha Beech, Haley Cornett, Sandy Carroll, Isabella Cruz, Jeff Feller, Sheryl Mattney, Madeline Nobles, Lindsey Redding, Christine Sexton

The face-to-face committee meetings were held via conference call prior to the Full Council zoom meeting. The full council meeting was conducted via zoom on Thursday, May 14 from 1:00 p.m. -4:45 p.m. and reconvened on Friday, May 15 from 8:45 a.m. – 2:45 p.m.

Kabot called the full Council meeting to order at 1:00 p.m. on 05/14/2020. Roll Call was established.

**I. Approval of the Minutes**

The minutes from the January 2020 meetings were approved as presented with no corrections.

**Action Taken:** Kosik made a motion to accept the January 2020 minutes with no corrections. Herrera seconded. Motion passed unanimously.

**II. APD Presentation**

Hooper and Breen gave a presentation to the council on the outcomes of the Save the iBudget campaign. After which Tom Rice, Ray and Barbara Foster briefed the council on the New Generation QSI assessment conducted by the Agency for Persons with Disabilities.

The Chair ascertained if there was any public input. Meeting was adjourned at 4:45pm and would reconvene at 8:45 am on Friday, May 15, 2020.

Kabot called the full Council meeting to order at 8:45 a.m. on 05/15/2020. Roll call was established.

**III. Chair/Vie-Chair/Executive Director Report**

The following information was shared during this report.

Kabot briefed the council on the Developmental Disabilities/Transportation Awareness Day. She elaborated on how participation and attendance from Partners in Policymaking (PIP) and FL SAND contributed to the outcomes of the event. She further discussed the expectations for the September Council Meeting as it relates to locations, elections

and the protocol for upcoming open positions.

Baker discussed the work of the self-advocates and their help with key legislation. She also elaborated on their meetings with legislators.

Breen discussed her involvement with several agencies and organizations as it relates to COVID-19. On behalf of the council, she participated on conference calls and webinars where they discussed the affect this pandemic has had on our vulnerable population. She informed the council on the telecommuting policy created to allow staff to work from home during this time. She also thanked the staff for getting several IFP prepared for submittal to committee members for scoring. This process was definitely a team effort & involved key staff for preparation. Council members were commended for the time taken to review and score all proposals submitted to FDDC.

#### **IV. Public Policy Committee Report**

Refer to attached Public Policy Committee Summary Report.

**Action Taken:** Kosik made a motion to accept the Public Policy report as presented. Goldman seconded. Motion passed unanimously. Katine & Pearce abstained.

#### **V. State Plan Committee Report**

Refer to attached State Plan Committee Summary Report.

**Action Taken:** Kosik made a motion to accept the State Plan report as presented. Dahn seconded. Motion passed unanimously.

#### **VI. Finance Committee Report**

Refer to attached Finance Committee Summary Report.

**Action Taken:** Lake made a motion to accept the Finance report as presented. Kosik seconded. Motion passed unanimously.

#### **VII. Executive Committee Report**

Refer to attached Executive Committee Summary Report.

**Action Taken:** Johnson made a motion to accept the Executive report as presented. Lake seconded. Motion passed unanimously.

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

Reports were provided by Jan Pearce, Department of Education, Division of Vocational Rehabilitation, Elizabeth Perkins, The Florida Center for Inclusive Communities, Jean Sherman, Mailman Center, Cherie Hall, Disabilities Right Florida, April Katine, Department of Education, Bureau of Exceptional Education Services, Renee Jenkins, Department of Health, Children's Medical Services, Tom Rice, Agency for Persons with Disabilities, Ginnifer Nobles & Madeline Nobles, Florida Department of Elder Affairs and Sue Kabot, University Mailman Center.

#### **IX. Rationing Guidelines Presentation**

Broscoe presented on the emerging issues of the council.

#### **X. New State Plan Presentation by WellFlorida Council Inc.**

Redding and Abarca presented a power-point that detailed the development of our new state plan. Collected data reflects consumer input and strategic planning. Council members requested that the power-point be emailed to them for their review.

**XI. Public Comment**

None

The meeting was adjourned at 2:45 p.m.



Florida Developmental Disabilities Council, Inc.  
**Public Policy Committee Meeting Report**  
**Conference Call**  
**May 6, 2020**

The Public Policy Committee met on May 6, 2020, and we approved minutes from the January Council meeting and several other minutes of our legislative calls during the last session. We were updated on legislative outcomes including the following budget items and bills the Council was supporting and tracking. Our primary legislative priority **Save the iBudget** was discussed yesterday by the Full Council.

The Agency for Persons with Disabilities (APD) closed out most of their budget items with generous funding from the House and the Senate as follows (*all dollar amounts include federal matching funds*).

- **Adult Day Training Provider Rate Increase - \$7,486,373**
- **Personal Supports Provider Rate Increase - \$27,670,492** (a good increase that was emphasized from Valerie and Margaret yesterday)
- **Residential Habilitation Provider Rate Increase- \$5,450,246**
- **Resources for Persons with Unique Abilities -\$58,034,834**
- **Serve Additional Clients on the Home and Community Based Services Waiver Waitlist- \$30,223,451**

The legislature funded APD deficits from the past two years. The final amount, that includes federal matching funds, was close to \$241 million dollars.

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**Bills that died**

**1) HB 39 - Independent Living Task Force by Gottlieb -Died on the Calendar**

This bill would have established an Independent Living Task Force within the Florida Housing Finance Corporation and provides for duties, membership, and meetings of the task force. The Council would sit on the Task Force. The Task Force must develop and evaluate policy proposals that incentivize developers or contractors to create units within mixed-use developments that may be used as low-cost, supportive, and affordable housing for individuals with a disability, while giving special consideration to the needs of individuals who have a developmental disability or a mental illness.

**SB 0364 Independent Living Task Force by Rader-Died in Messages**

**2) HB 551 - Transportation Disadvantaged by Jenne- Died in the first committee stop**

This bill would have required community transportation coordinators to increase and support programs that enhance cross-county mobility for transportation disadvantaged. The bill also requires coordinating boards to evaluate multicounty or regional transportation opportunities to increase and support such programs. Sensitivity training requirements were amended off the bill.

**SB 0076 Transportation Disadvantaged by Book \_\_\_\_\_ - Died in the last committee stop**

**3) (N)HB 79 - Student Elopement by Jenne - Died in the first committee stop\_**

This bill would have required public schools to create School Staff Assistance for Emergencies (SAFE) Team and school elopement plan. The bill provided requirements for the team and the plan.

**SB 0650 Student Elopement by Book -Died in the first committee stop**

**4)HB 361 - Developmental Disabilities by Hattersley- *Died in the first committee stop***

This bill would have revised the definition of the term "developmental disability." This definition would move Florida closer to using the federal definition for a developmental disability.

**SB 0532 Developmental Disabilities by Cruz -*Died in the first committee stop***

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**5)HB 601 - Public School Transportation by Pritchett - *Died in the first committee stop***

This bill would have required district school boards to provide transportation for each public elementary school student through sixth grade if student's single parent or guardian has a developmental disability.

**SB 0472 Public School Transportation by Bracy- *Died in the first committee stop***

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**6)SB 1106 - Universal Changing Places by Baxley- *Died in the first committee stop***

The bill would have required new, large public buildings to install and maintain at least one universal changing place that can accommodate an adult. This legislation was created by Sabrina Kimball, a former Partners in Policymaking graduate. Ms. Kimball has worked on this proposed legislation in the past. New Hampshire used her bill language and passed it and now she wants to try again to get this legislation passed in Florida. The bill would require that large, high use public offices and venues offer changing tables for adults who need them. The bill specifies requirements for a universal changing place.

**HB 0669 Universal Changing Places by Newton- *Died in the first committee stop***

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**7)SB 1198 - Purple Alert by Berman- *Died in the last committee stop***

This bill would have redefined the term "missing endangered person". The bill required the Department of Law Enforcement, in cooperation with the Department of Transportation, the Department of Highway Safety and Motor Vehicles, the Department of the Lottery, and local law enforcement agencies, to establish and implement the Purple Alert. APPROPRIATION: \$322,836

**HB 0899 Purple Alert by Casello -*Died in the first committee stop***

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**8)HB 1349 - Social Services Estimating Conference by Ausley- *Died in the first committee stop***

This bill would have specified that the Social Services Estimating Conference must develop information related to the Medicaid waiver services program, the iBudget, for the home-based and community-based Medicaid waiver services program and must include iBudget enrollment, the number of current waiver recipients, the size of the waitlist, the rate of utilization of program services, and expenditure information that the conference determines is needed to plan for and project future budgets and the drawdown of federal matching funds.

**SB 1780 Social Services Estimating Conference by Berman -*Died in the first committee stop***

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**9)SB 1644 - Students with Disabilities in Public Schools by Book Co-Sponsors: Flores-*Died in last committee***

This bill would have required school districts to prohibit the use of seclusion on students with disabilities in public schools; prohibited specified restraint techniques; required a video camera to be placed in specified classrooms upon the request of a parent; requiring continuing education and in-service training for instructional personnel teaching students with emotional or behavioral disabilities, etc.

**HB 1231-Students with Disabilities in Public Schools by DuBose-*Died in messages***

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**Bills that Passed**

**1)SB 828 - Florida ABLE Program by Benacquisto-*Passed***

This bill extends the support and review of the Florida ABLE program until 2025

**HB 0887-Florida ABLE Program by Rodrigues (R)**

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**2)HB 787 - Driver Licenses by Tomkow- passed**

This bill authorizes person with specified disabilities to have capital letter "D" placed on his or her driver license and provides requirements for placement of such letter on person's driver license. This bill would provide fees (see linked bills) for placement of specified letter on driver license of person who has a developmental disability. The license would be voluntary for adults with no guardians and is intended to alert law enforcement to unusual behaviors and responses.

Effective Date: July 1, 2020.

**Identical Bills**

**SB 1692 Driver Licenses by Flores**

**Linked Bills**

**HB 0789 Driver License Fees by Tomkow- passed**

**SB 1694 Driver License Fees by Flores**

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**HB 0901-Vocational Rehabilitation Services by Ponder-Passed**

This bill revises information that the Division of Vocational Rehabilitation must include in its annual performance report to the Governor and the Legislature and requires the division to provide preemployment transition services to certain eligible persons with disabilities. The bill also provides eligibility requirements for the provision of preemployment transition services and revises the composition of the Florida Rehabilitation Council. Effective Date: 7/1/2020.

- **SB 1784 - Vocational Rehabilitation Services by Gainer**



Florida Developmental Disabilities Council, Inc.  
**State Plan Committee Meeting Report**  
**Conference Call**  
**May 7, 2020**

**I. Approval of minutes from January 9, 2020 Meeting**

The minutes from the January 9, 2020 meeting were approved as presented.

**II. Approval of minutes from January 22, 2020 Meeting**

The minutes from the January 22, 2020 meeting were approved as presented.

**III. Invitation for Proposals (IFPs) Selection Committee**

It is important to note that the Council remains under a Cone of Silence through May 18, 2020 regarding the Spring IFP process. Therefore, limited discussion can be held regarding these proposals.

The Dual Diagnosis Study and Pilot proposal received from The Center for START Services, University of New Hampshire Institute on Disability/UCED, was approved.

The Disaster Preparedness and Recovery proposal received from the World Institute on Disability was approved.

The Advocacy Summit proposal received from the Family Café was approved.

The Transportation Voucher Replication Project proposal received from the Jacksonville Transit Authority was approved.

**IV. State Plan Budget/Program Addition**

Up to \$40,000 was approved to enter into a contract or consultant agreement with the Hillsborough Area Transit Authority (HART) to provide technical assistance to the Transportation Voucher Replication project and any future Transportation Voucher Replication projects selected to engage in work on behalf of the Council. (As only one proposal was received, Council staff will work toward securing sole source providers for four additional Transportation Voucher Replication projects once the Cone of Silence ends.)

\$10,000 was approved to cover additional travel costs associated with 2019-2020 Partners in Policymaking class.

Up to \$60,000 was approved to pay for a Manager of Programs and Contracts through a consultant services agreement to run the 18-month Disaster Preparedness and Recovery Summit contract. This individual, Susan DeBeaugrine, has worked on staff for the Council in the past as a program manager and has extensive background in this area.

**V. Update on Aging Caregivers and Aging Adults with Intellectual and Developmental Disabilities Task Force**

Dr. Jean Sherman provided an update on work of the Aging Caregiver Task Force.



Florida Developmental Disabilities Council, Inc.

**Aging Caregivers Task Force Report**

**Zoom Meeting**

**April 23, 2020**

The Council's Aging Caregiver Task Force was reconvened on Thursday April 23, 2020 as a ZOOM meeting. We took a four-month hiatus, which turned into six-months, when the country was impacted by COVID 19, to study the federal and state landscape on aging issues and determine next steps for our purpose and membership.

Members were re-introduced to each other with the addition of two new members. Members of the task force, staffed by Valerie Breen, the Council's Executive Director, include Jean Sherman, serving as an aging parent for her adult son and as the Council's representative for the University of Miami's Mailman Center; Liz Perkins, serving as a researcher in the field of aging and as the Council's designee from the University of South Florida's, Center for Inclusive Communities; Madeleine Nobles, Division Director for Statewide Community-Based Services through the Florida Department of Elder Affairs; two aging parents with adult children, Lou Ogburn from Tallahassee, and Pauline Lipps from the Sarasota/Bradenton, both who Chair their respective Family Care Councils, and Susan Redmon, former Council member, who, with her husband, are the sole in-home caregivers for their 40 year old son.

Sherman reported that in January 2020 she wrote and submitted a proposal to present at the Florida Council on Aging's annual conference in partnership with the Council's Executive Director, Valerie Breen, and Chair of the Tallahassee chapter of the Family Care Council, Lou Ogburn. Just this past week Sherman was notified that the proposal presentation, "Are You Ready to Serve This Family?" was selected as one of the general workshop sessions for the Florida Council on Aging's August 2020 annual conference. They are still planning to hold the conference in person.

Sherman asked Breen to summarize the outcomes from Breen's workshop at the August 2019 Florida Council on Aging. Outcomes and recommendations included more comprehensive sharing of resources between the aging and disability communities, better understanding and assessment of family caregiving through case management, and overall understanding of the needs of aging caregivers and individuals with developmental disabilities.

Over an hour of the task force meeting was spent listening to various caregiving issues, choices and situations members of the task force face on a regular basis. In addition task force members discussed the need for better training and education for family caregivers as a whole, especially in supported decision making, advance directives and life planning (brought to the forefront in the midst of the COVID crisis); knowing what resources are available to families throughout the continuum of care; building a bigger membership in Family Care Councils with younger family members; assessing the capacity of Aging and Disability Resource Centers; and decreasing the age requirement from 70 years to 60 years for those on the Medicaid waiver waiting list. An overarching issue continues to remain what type of living environment will the persons with a developmental disability live in after their aging caregiver is deceased.

Recommendations were made for consideration to include:

- 1) The Aging Task Force members and additional aging caregivers participate in a focus group dedicated to addressing aging caregiver issues as part of the next five-year state plan data gathering and goal setting.
- 2) The Council consider holding an Aging Caregiver Summit to bring together members of both the aging and developmental disabilities communities for information sharing and strategic planning utilizing dollars under the Council's current five-year plan.
- 3) To explore cross network policy changes with the Administration for Community Living, the federal agency responsible for both aging and DD.



- 4) To hold the next meeting in late June or early July as a focus group with task force members assisting in recruitment for focus group members to attend one or two facilitated targeted focus groups on aging through the Council's new state plan provider, WellFlorida.

Respectfully submitted,

Jean Sherman, Ed.D., RN, Chair



Florida Developmental Disabilities Council, Inc.  
**Finance Committee Meeting Report**  
**Conference Call**  
**May 4, 2020**

**Action Items:**

1. Approved minutes from the 1/09/20 Finance Committee meeting.
2. Approved changes to the state plan budget for the quarter ending 3/31/20 as follows:
  - Additions:
    - Transportation Goal--\$40,000---These funds are requested to enter into a technical assistance contract with the Hillsborough Area Transit Authority (HART) to provide technical assistance to the Transportation Voucher Replication project and any future Transportation Voucher Replication projects selected to engage in work on behalf of the Council.
    - Self-Advocacy Leadership Goal- \$10,000---These funds are needed to cover the cost overrun associated with the last Partners in Policymaking Class. The increase in class expenses is associated with a rise in the travel costs due to an increase in the number of participants in this class.
    - Broad Systems Change/Emerging Needs Goal-\$60,000 over 18 months--- These funds will be used to hire an additional Manager of Programs and Contracts on a contractual basis to manage the 18-month Disaster Preparedness and Recovery Summit contract. The contractor, Ms. Susan DeBeaugrine, has expertise in the content area and a previous history of effectively managing contracts for the Council.
  - Reductions:
    - Reserve---\$110,000---Program Reserve funds will be reduced to fund the above additions.

**Review/Discussion:**

Reviewed the Administrative Expenditures Budget to Actual Report for 10/01/19 through 3/31/20. Line items were highlighted with details and the overall administrative spending in line with the budget.

The Executive Committee meeting was called to order at 10:00 a.m. via zoom conference meeting. Roll call was taken and quorum was established.



### **I. Approval of Minutes**

The committee unanimously approved the January 9, 2020 Executive committee meeting minutes.

### **II. Personal Care Assistance**

In January 2020, the committee reviewed the Council's current Personal Care Assistant rate and reimbursement structure. Currently the Council reimburses a maximum of \$120 per day for 6 hours at an hourly rate of \$20 per hour. If the individual requires more than six hours of care the hourly rate decreases proportionately based on the number of hours the person requires. The committee asked staff to provide a model for reimbursing personal care at a more reasonable and fair reimbursement rate based on the level of need an individual has.

In the spirit of providing and reimbursing for the right supports to ensure full inclusion in all aspects of Council funded meetings, staff provided a creative business model, in a matrix format, that addressed the level of personal needs an individual may have and related it to three packaged reimbursement rates. The objectives of the proposed model are to:

1. Set a plan around the person's level of need at the time the individual joins the Council and/or is participating in a Council funded project.
2. Determine, with the individual, what their reimbursement rate will be based on their plan of need so they can negotiate with the right personal care assistant the types of needs they have and know that they can fairly reimburse the person they hire for their services; and
3. The Council can expect that the individual will engage their personal care assistant to ensure that they are fully included in Council activities.

The committee members reviewed the proposed matrix in detail proposing several scenarios to determine how the matrix would be implemented. The model offers three care packages of reimbursement based on whether the individual needs overnight (24-hour care), 16 hour supports/care (no overnight) or a daily rate (8 hours).

The new model was adopted unanimously by committee members. Staff were asked to develop a policy and procedure to address the new model. The new policy will be brought to the Executive committee for approval at their next scheduled business meeting.

### **III. Review of Employee Handbook/Benefits**

The committee has been working with the Council's human resource consultant and staff to review every component of what the Council offers to its employees. After the committee resolved the staff salary/compensation program for employees in 2019 the next step was to review the total package of paid and unpaid benefits offered to staff.

The committee reviewed a newly proposed Employee Handbook, which contained updated policies to meet current labor laws. The committee was asked to review the newly revised handbook and current benefits summary provided to employees. A newly proposed catastrophic leave policy was provided to the committee to determine whether they wished to include it in the new employee handbook.

The members unanimously adopted the newly proposed employee handbook without a catastrophic leave policy at this time. The proposed catastrophic leave policy will be evaluated as part of a full benefits review discussion to be

conducted at an Executive committee meeting to be scheduled in late June or early July 2020 with the human resource consultant and Executive Director.

#### **IV. Executive Director Evaluation/Compensation**

Every year the Council is required to conduct an annual evaluation of the Executive Director and determine compensation for that position. When we hired Valerie in March 2017, the Council provided a three-year employment contract renewable annually for three years. This employment contract will end September 30, 2020.

We have asked the Council human resource consultant to re-visit the 2019 salary ranges and 2020 matrix the Executive Committee approved in 2019, review the new national salary compensation study conducted by our national ITACC office for DD Council Executive Directors, and propose a new employment agreement for the Executive Director position.

The Executive Committee will use its next meeting, scheduled for late June or early July 2020, to review the 2020-2021 compensation matrix for all employees and the Executive Director's compensation/employment agreement.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Sue Kabot, Chair