

**Executive Committee Meeting Report
Thursday September 24, 2020**

The meeting was convened by Chair Kabot at 2:02 p.m. and quorum was established.

I. Approval of full Council 2020-2021 Budget

The Executive Committee and Finance Committee members had a joint meeting and unanimously approved the Council's operating budget for FY 2021.

II. Approval of Minutes

The Executive Committee members unanimously approved the Executive Committee minutes for July 9, 2020.

III. Executive Director Compensation

A new three-year employment agreement with Valerie Breen, Executive Director was unanimously approved by the Executive Committee members to commence September 30, 2020.

Chair Kabot reported that the Council must complete an annual assessment of the Executive Director's performance, which is due September 1st of every year. Breen completed her annual self-assessment of her performance and provided it to the Executive committee members for review. Kabot collected input from staff and Council members and consolidated their input into the performance assessment from the Council, which will be included in Breen's personnel file along with Breen's self-assessment. Kabot highlighted the positive feedback received from both Council members and staff regarding Breen's performance, especially this past year, and thanked Breen for her past three years as Executive Director for the Council.

IV. Conflict of Interest

Chair Kabot summarized the recent analysis conducted by both the Council's attorney and the Director of the national Information and Technical Assistance Center for all Developmental Disability Councils and highlighted the importance of the conflict of interest issues for the Florida DD Council specifically.

The Executive Committee unanimously voted to direct the full amount of the 2021 Operating budget's board development line item in combination with a portion of the operating budget's consultant line item to bring back to the Council the expertise of Margaret Lynn Duggar and Associates, who had worked with the Council and staff in 2018 to develop and revise all of the Council's governing policies and practices.

The purpose the new eight-month consulting agreement is to utilize Margaret Lynn Duggar and Associates expertise to thoroughly analyze all of the federal, state, legal and fiduciary requirements that could potentially impact the Council, develop and/or revise processes and documents the Council must use as its best practice model for conflict of interest and help facilitate with Breen, myself and our Vice Chair, Baker to address any necessary changes that must be made with the Executive Office of the Governor appointments, recruitment, nominating and elections to ensure that all practices are in place to keep the Council in good stead. All of this will need to be in place and presented to the Council no later than May 2021 in preparation for Council elections and is not to exceed a total of \$31,000.

V. FDDC Retirement Update

Kabot updated the Executive Committee members on her work with Breen to have the Council's current retirement plan documents evaluated and obtain recommendations for the Executive Committee's consideration. The committee agreed to bring another retirement investment firm, with whom Breen and Kabot met with, to present to the Executive Committee this next quarter.

There was no comment from the public. The meeting was adjourned at 2:50 p.m.