

FAMILY CARE STATEWIDE COUNCIL

FRANK CARROLL, CHAIRPERSON

**Amerisuites Orlando Airport
Orlando, Florida
July 12th, 2003**

MEMBERS PRESENT:

Frank Carroll, D3 Chairperson
Patty Houghland, Past Chairperson
Joy Frazier, D1 Chair
Lynn Carper, D1 Vice Chair
Janet Graham, D2 Chair
Ann Millan, Suncoast Region 5 Co-Chair
Charm Thometz, Suncoast Region 6 Co-Chair
Donna Rauber, D7 Co-Chair
Judy O'Halloran, D8 Chair
Joan Hinden, D10 Chair
Yolanda Herrera, D11-A Substitute Chair
Pat Hawk, D13 Co-Chair
Diane Ciccarelli, D15 Chair

STAFF & GUESTS

Wilma Lefler, DD Dept. - Guest
Beverley DeStories, FND Guest
David Vaughn, Suncoast Guest
Rhonda Sloan, Suncoast Guest
Adrienne Dissis, D15 Guest

To unite the Family Care Councils in the State of Florida to represent/advocate for all persons with disabilities and their families.

I. WELCOME AND INTRODUCTIONS

Chair Frank Carroll called the Family Care Statewide Council July meeting to order. He welcomed everyone to the meeting and asked for introductions.

II. DISTRICT UPDATE

Chair Carroll asked each attendee to give an overview of their district council to include number of members, consumers and update on current activities.

Janet Graham, District 2 shared they have 8 members with 1 being a consumer. They have a number of standing committees including self-determination, legislative, and people without guardians. A council member chairs each of these committees and works in those areas of interest.

Charm Thometz, Suncoast Region shared they have 10 members with 1 being a consumer. They have held 3 conferences over the past year including the statewide FCC conference, Pathways and Partnerships conference in collaboration with the school district and the dept. and they have a provider fair which was very successful this year. She passed out Pathways & Partnerships brochures. She shared if any district FCC is interested in doing one in their area they can probably help make the connections.

Ann Millan, Suncoast Region shared there are two separate FCC's in the region. They do some things together but primarily the two work separately. They have 12 members with 4 being consumers. She shared that in our packet of information is a year-end report which includes all they have accomplished this past year. It includes a list of programs they have had during the year. They manage the FCC website. They have sent out numerous bulletins to consumers and

families. The primary focus has been on what resources are available in the region. As a result of a return postcard they include with their brochure they have accumulated their own mailing list of 400 families. An event that has really taken off recently is after FCC meeting social activities at the local McDonalds which have been very successful in bringing out the consumers. They are now having pre-meetings for the consumers to educate them on the FCC and get them involved in committees. She also shared we have the latest FFAST Access publication in our packet which features an article on Pamela Wainwright's son. She spent two days at the guardianship work group panel meetings in Orlando. They are meeting again July 24th & 25th. She recommends if anyone is able to attend they should plan on attending both days' sessions. It's important to hear the views of all panel members. She also shared with the group that she attended the Partners in Transition conference in Orlando. In our packet is a list of issues with priority goals. The goals that came from both Ann & Charm's round table discussion groups were the importance of family involvement/education and not at 14 years old but 2 years old. Ann also attended the grant writing seminar sponsored by District 13 which was very educational.

Judy O'Halloran, District Eight shared they have 8 members with 4 being consumers. Their goal is to expand into the other counties and are sending out feelers to see if they would be interested in setting up satellite meetings through possible teleconferencing. She shared they have some really good members now who will be offering their support. They still haven't had any training on what they are supposed to be doing. Their focus for the coming year is two-fold, one is to educate with regard to developmental disability services to consumers/families and the other is to educate with regard to natural supports. They are looking at by-laws, committees, etc. They are working with a local college to establish a best buddies program. She is delighted with the progress they have made so far not only with gaining new members but with the feedback they are getting from the community.

Diane Ciccarelli, District 15 shared they have 12 members with 3 being consumers. They are currently involved in 2 grant writing projects with United Way. She is working with local church members to volunteer to provide some non-res-hab services for their DD population. They have so many people on the waiting list it has become necessary to look at other alternatives for supports. The other grant list is for sensitivity training for providers, not only for consumers but also family members. They will be working with their Waiver Support Coordinator council to sponsor town hall meetings within the district. They do newsletters in conjunction with Parent to Parent. They are developing a disability resource package for the chamber of commerce to be delivered by Welcome Wagon representatives who visit new families when moving into the district. St Lucie County is the fastest growing county in the country.

Joy Frazier, District 1 along with Vice Chair Lynn Carper shared they have 14 members with 6 being consumers. She shared they participated in a Guardianship Workshop with Lynn's group and UCP. They unveiled their new presentation board. They are currently working on updating their resource guide. She will be meeting with the Parks dept. to work on developing some after-school and summer programs. Also to see that persons with disabilities are included in existing programs. Once they receive current fiscal year funding dollars, Lynn will be working on developing their portion of the website.

Donna Rauber, District Seven shared they have 11 members with 2 being consumers. She indicated the council is currently reorganizing. Currently meetings are held in one location which results in other county families being unable to attend meetings. They are working on a possible meeting/forum in Brevard County. The resource directory is being updated. They are looking for younger parent involvement in the council. As many current members came on board at the same time, their terms will expire in three years. It's important to look ahead by

getting more people involved now. Donna shared and passed out the new district seven brochures of which she borrowed parts from other district brochures. She hopes this brochure is more representative of the younger DD population. She shared they took 50 to the local CMS office in Orlando and the very next day they called asking for 100 more. This was very encouraging as additional monies were spent to produce a more professional looking brochure. Chair Carroll shared the district updates will be done on a regular basis. The more things done within the districts (whether it works or not) he wants shared among the group. Beverley DeStories shared she is the FND liaison. She is the resource specialist at Family Network on Disabilities and works on both the PIN and ASCEND projects. They are in the process of updating their database of contact information and want to include support groups within the state. She would like for each chair to help them identify local support groups. The contact information should include the main focus/audience they represent. Send the information to either Beverley or Diane Hefferman (Joslin). Diane's E-mail address is diane@fndfl.org or call her at 1-800-825-5736. They are currently re-working their entire computer system. They will have a server solely dedicated toward live contact with the purpose being to share their database with the public. It can be accessed at their website. She also shared to please let FND know if there is anything they can do for FCC's. She advised that each district (except 8) had signed an affiliation agreement with FND. Several in the group were unaware of this and asked for clarification. An affiliation agreement is basically a contract signed between the Family Care Council & the FND that they will collaborate, cooperate and assist in any way shape of form. No cost but the benefit is collaboration. Charm shared you get their newsletters and any training FND is involved in and it's a good information source.

III. Guest Presentation - Wilma Lefler, Community Development, DCF

Chair Carroll asked that Wilma help lead the group in the discussion of the spending of our funding dollars within the state guidelines. This is information in addition to the overview done by Jadene at the last meeting. Wilma began by sharing a message from Denise Arnold. The Dept. is in the process of the LBR's (legislative budget reports). It's very important that we contact Shelly to advise her of what we want. Ann shared that Shelly advised her that the \$500,000 was not appropriated so we do not get the extra dollars. Patty shared each district will operate on the \$10,000 that we normally get. Also, a message from Jadene, each district needs to designate \$500.00 to be deducted for FCSC operating budget. She needs this ASAP. Wilma gave each chair a notebook which included copies of all the statewide chairs minutes going back to March, 1999 and a copy of the by-laws. Also included from Terry McGarity, a draft of a document titled "Flexible Support Coordination" for our review.

She provided information pertaining to the filling out of the Purchase Requisition. You must get the purchase requisition approved before purchase. Once you get the merchandise you'll get a receiving report. You must send this along with your receipt to central office ASAP. All the necessary forms are in the back of the Operation and Travel Procedures book given to each chair at the last meeting. Joy asked if there was a way of getting a listing of suppliers that we are can use. Wilma said she could get this for us.

She provided information pertaining to filling out the travel forms. She passed out copies of completed forms. Prior to travel you have to fill out a Prior Authorization form. You must fill this out and get dept. approval before making the trip. She shared with the group the process for reporting meal allowance and how per diem works. She stated that if you travel on a one-day trip with no overnight stay you no longer get a meal allowance. This is a new state rule. You receive just reimbursement for travel expense. Charm emphasized that we are volunteer's not state employees. By not allowing us a one-day meal allowance it is basically encouraging us to

spend more dollars by making arrangements to stay overnight. In many situations we don't have caregivers that can spend the night. This is really almost a dis-incentive for us to participate in these meetings. Wilma suggested that maybe the meal allowance could be deducted from our FCSC funding dollars. She would check on this for us. Donna wanted to share that the current room rate at Amerisuites will remain at \$59 a night for the rest of this year. It had been discussed prior to the meeting about taking FCSC dollars to pay for our "working lunch". Patty wanted to clarify she talked to Jadene and it was discussed that the **voting members** of the statewide council who attend a meeting would qualify for a "working lunch". The \$6.00 lunch allowance would be multiplied by the number in attendance. That is what we could spend for lunch. If it goes over that amount, the members would have to donate the difference. We should be able to take that out of our FCSC dollars. This needs to become a policy and procedure of the council. Discussion followed regarding if this becomes more complicated than just adding \$6.00 to the district travel expense form. It's a matter of what organizational code it will come out of whether district or statewide council.

Wilma had one more form to share being the "Vicinity Mileage Trip Log". This is used when you want reimbursed for mileage within the district on Family Care Council business.

Ann asked Wilma to explain how we can utilize the "Blanket Purchase Orders". She is thinking in terms of us wanting to hire someone on an "as needed" consulting basis. Wilma advised to fill out a purchase requisition form for a blanket purchase order. Explain the need and include the documentation and send to the district. Ann specifically was referring to the purchase of computer software. She will need to hire a consultant to train in the use of the software. She is looking for a "blank" form as she doesn't know how many hours the consultant will charge. Wilma shared there are a lot of factors involved in what we're trying to accomplish. She will research and try to provide us with some answers as to the proper procedure. Ann shared the problem is that we have a business to run and it's very difficult when funding is continually being held up and no one can answer the questions being asked. Wilma advised it should just be a matter of following a procedure. Ann shared the problem is that approval comes from the district & all districts do things differently. She added that she talked to Shelly about this. Shelly advised to pick the things in the different districts that are allowed and we'll make it happen in all the districts. Charm shared that Ann maintains our FCC website. She needs the tools to keep the website in operation. Ann said the difficulty she and the statewide council had this past year was getting approval to purchase software that would make the website "consumer friendly".

Chair Carroll asked the group how and when did liaisons at the district level become participants in Family Care Councils? There were various different answers from the group. Patty shared the way she remembered is a memo came from whoever was in charge at Tallahassee DD program office that each FCC should have a liaison from the program office attending the FCC meetings. The district people would choose how that was to work. It continues to be done differently within the districts. Ann shared one of the main problems is the lack of time some of the districts staff can devote to FCC business. They are so overwhelmed with DD program office business, the FCC's are way down on the priority list.

IV. BUSINESS SESSION

Review of May 10th, 2003 Minutes:

Chair Carroll asked if there were any changes or recommendations to the minutes. Patty made a motion to approve the minutes as submitted. Joy seconds the motion. The motion was approved by consensus.

Financial Report:

As a matter of record, Chair Carroll asked that we find out the amount of unspent FCSC funding dollars. Chair Carroll shared we needed to address the issue of approving the \$500.00 contribution from each district to be used as FCSC funding dollars. Chair Carroll asked if we wanted to make any modifications to that amount. It was decided that a finance committee meeting should be held before any discussion about modifications. It was noted it appears the \$500.00 is automatically deducted leaving each district with a beginning balance of \$9500.00.

Old Business:

Chair Carroll indicated that in reading over the minutes he didn't see any particular old business that needed to be brought forward unless someone has something that needs to be discussed.

New Business:

Chair Carroll met with the chairs that were able to attend a Friday afternoon session. It was a very good roundtable discussion. The following committees were established:

1. **Finance Committee** – their primary responsibility will be to draft and propose a fiscal year budget for the statewide council. In the future the committee will have numerous other responsibilities. The members are:
 - a. Diane Ciccarelli – Chair
 - b. Joan Hinden
 - c. Joy Frazier
 - d. Martha Sheldon – Yolanda Herrera, Substitute

2. **Communications Committee** – their primary responsibility will be to disseminate information to families, public and FCC districts. The committee will be responsible for numerous projects.
 - a. Dave Vaughn - Chair
 - b. Ann Millan
 - c. Donna Rauber
 - d. Maryellen Jones

3. **Nominating Committee** – their responsibility will be to propose a slate of officers for the coming fiscal year to be approved by the council. Their timeline will be at least 2 meetings with the final report due the meeting prior to end of the fiscal year.
 - a. Judy O'Halloran – Chair
 - b. Charm Thometz
 - c. Kathy Rafanan

4. **Policy/By-Law Committee** – their responsibility will be to propose changes to the existing by-laws, if needed, and submit a policy and procedures manual by the end of the fiscal year.
 - a. Beverley DeStories – Chair
 - b. Cathy Mitchell
 - c. Janet Graham
 - d. Pat Hawk

- 5. Strategic Planning Committee** – this will be a separate stand-alone committee at least for this fiscal year. The committee members will consist of the officers and the committee chairs. The committee will create a plan in conjunction with all standing committees for the goals and aspirations of the statewide council for the next two fiscal years starting in 2004/2005. There will be combined meetings because there are things they will know that individual committees will have to work out to submit to the planning committee. Janet questioned having non-member/non-voting chairs on the planning committee. Everything done by the committees comes to the whole council for all voting members to vote on. Judy shared that sometimes an outside perspective is very helpful.

Frank shared that the leadership of any group is to pick the best ones that they think can accomplish the work that needs to be done in whatever category. Frank made the above decisions because these are people he has worked well with over the past few months. Joan requested that what needs to be done by the group is establish goals for the coming year which hasn't been done yet. That is the purpose of each committee and will take place during the afternoon session. We need to develop a focus. Frank shared the work is always done within the established committees. Once that work is done it is submitted to the whole council and it's up to the council to accept as presented, to modify it, change it, delete items or reject it outright. That is the council's choice.

Chair Carroll has asked Patty Houghland to serve as past chairperson. This is common in most organizations where past experience is brought into the new. Chair Carroll wants Patty involved so he can draw on her expertise. **He is asking the council to approve the modification to our by-laws by adding a category "Past Chairperson" to the list of existing officers. Ann Millan makes the motion, Joan Hinden seconds the motion.** Chair Carroll asked if there was any discussion. Patty shared that she is not a voting member; she is here to serve the statewide council only. **The motion was approved by consensus.** A part of her duties will be as "liaison coordinator". A lot of what will be accomplished this year will be a re-organization process to include implementing new formats, ideas, etc. There are other organizations within the state that can be beneficial to us. Those organizations that we deem to be appropriate, we will ask if they would like to have a liaison from their organization join us at our meetings for discussion, to share information. As liaison coordinator, Patty will work with this group as it evolves and be the contact person. Judy asked that we hold off on inviting liaisons to our meetings until we are more organized. Chair Carroll mentioned there is no timeframe on this. As Patty will be doing extra work for the council and attending the bi-monthly meetings, **Chair Carroll asks for a motion that the statewide council pay her travel expenses for this fiscal year. Ann Millan makes the motion, Yolanda seconds the motion.** Is there any discussion? Joan questions our approving such motion when the budget committee hasn't even meant yet to create a budget. Dave suggested that Joan amend the motion based on funding availability. Joan agreed. Discussion followed which resulted in the conclusion that what dollars are used this current fiscal year will generate the information necessary to establish a budget for next fiscal year. Based upon this discussion, Joan chose to remove her question. **The motion as amended was approved by consensus.**

Chair Carroll requested that the committee chairs ask or appoint someone from their district FCC to give reports to the FCSC if they are unable to attend. Committee chairs should maintain some minute taking within their committees in order to give a report to the statewide council. Judy asked if the reports could be E-mailed to the council members prior to the council meeting for their review. Chair Carroll stated this would be fine.

Chair Carroll advised the need to make another modification to the current by-laws. We need to create a Secretary office. Because of the contractual relationship Donna has with doing her job as minute transcriber, it precludes her from holding the position of council secretary. At some point in time if the organization is successful and stable, it will be necessary to have a secretary to sign official documents. There is nothing for that position to do right now but it needs to be created for the future. **Chair Carroll asks for a motion to change the current by-laws to add to the position of Treasurer – Secretary. Ann makes the motion. Charm seconds the motion.** There was no discussion. **The motion was approved by consensus.**

Chair Carroll requested we take a short break. We will break into committee groups once lunch arrives. During the working lunch it's up to each committee to begin making plans which should include designating committee's purpose. Each committee will give a brief description to the council during the afternoon session.

V. ROUNDTABLE DISCUSSION

Chair Carroll shared this portion of the meeting will be devoted to any subjects/issues the group would like to discuss.

Charm began by discussing the latest regarding the rates. She asked if we all received the rate document. Diane wanted to know where the dollar figures came from. Charm advised it was an accumulation of data obtained when Mercer went throughout the state gathering information from providers. They have spent the past year critiquing all that data to arrive at the rates. The redesign committee was involved by providing input if certain rates appeared either over/under stated. Joan shared the committee was responsible for proving to Mercer that allowing a group home resident only 23 days a year away from the group home was a violation of self-determination. Mercer made an adjustment by extending that number to 73 days per year. This did create complaints among providers as it makes it difficult to budget what monies the provider can count on during the year as the rates are based on a daily rate.

Charm shared the dept. plans to begin training the support coordinators to use the new Individual Cost Guidelines in August. Individuals in Res Hab will be given the ICG first, then everyone else with the hopes that all consumers will be completed by year end. Beverley asked if any FCSC members will be invited to participate in the training of support coordinators. Each district will have a three day training session. First day will be an overview to include the panel, self-advocates and family members. The dept. is planning on establishing a team of self-advocate/family members to participate in each of its district training session. The team will participate in a master training session to be held in Tallahassee prior to district training sessions. Charm is asking for a representative from the FCSC to participate in the master training session. Charm provided a sheet of paper to sign if interested in participating in the master training. She shared that Jadene's new title is Program Administrator for the Individual and Partners Family Unit.

Discussion followed regarding how to read the rate document. It was also brought up during the conversation that as a result of the new rate structure group homes throughout the state are being forced to close their doors. Of utmost concern is what is happening to the residents living in these group homes. Where are they being placed? Some are going back to family homes and using in-home supports, some are being placed in smaller home settings of 1 to 3 residents and being funded under a new category titled "Res-Hab Live-in Staff". **Diane asked that we request a report from Shelly asking exactly how many group homes are being closed and where are these residents being placed.** We need to have a continuum of residential options. There seems to be a double standard here, persons with developmental disabilities are being

asked to make their own decisions and yet the dept. is making the decisions for them by taking away their choice (group home placement). Charm disagreed. She states that the redesign is making choice more available by offering in-home supports. It's bringing in all of our choices of in-home supports and living in your own home supports.

Chair Carroll asked that we look at the rate study as a whole. What are the timelines and what is taking place next? The final rate study has been completed but it still needs to be promulgated. Due to legislative ruling the new rates must be implemented before promulgation. Rates are effective beginning July 1 for Residential Habilitation and Adult Day Training programs and August 1 for all other services. We will be notified when the rule hearing is announced.

The question was asked if these new rates apply to individuals on the CDC program. The dept. advised No, they do not apply to CDC consumers. It was shared that current CDC consumers will have to negotiate rates with some providers who receive increases based on new rates or the provider can reduce the service. Once the individual cost plans are re-worked instituting the new rates it is likely to result in less service for most if not all on the waiver. Once the legislators see actual cost figures, maybe the dept. will have a better chance of receiving the dollars necessary to run the program. It was shared that legislative committees began meeting in November for next fiscal year budget. **It is extremely important that we work on our recommendations to the dept. now as they are currently working on their legislative budget requests.** The subject of the wait list was brought up as it's being ignored. It was shared the legislators look at the wait list as a completely separate issue from current service funding. Judy stated this is not right as thousands are not being served and if you consider it a separate issue, when will they ever be served. Chair Carroll shared we are all in agreement, we are on the same team. It's a matter of getting other people on the same team. If they (legislators) don't look at it in the same way we do and we want them to address it, we better start looking at how they look at it in order to get them to address it. He shared the conversation he had with his local legislator. When the legislature appropriates dollars, they estimate revenues for the following year. Every service that the state provides is our built-in competition for those dollars. The state only has so much revenue to work with. As a result you need to figure out a way to change their idea of a priority. That is those families on the wait list. Diane suggested that maybe it's time to start thinking of some creative ways in which to obtain non-government dollars by drawing other community factions in with funds to help with the cost of providing services to those on the wait list. By doing so, we'd be more likely to receive a more positive response from the legislators because we're not just demanding government funding for all services, we've helped by obtaining other sources of funding. Judy shared that she has scheduled a phone call with Shelly next month to discuss the wait list issue. She asked that we share with her any creative ideas/suggestions prior to her call with Shelly. Chair Carroll stated that we have established as a group committees where ideas such as the above should be proposed, specifically the strategic planning committee. Any ideas should be forwarded to Patty who will correlate it for the strategic planning committee to address. We need to replace all the negative feelings and turn them into something positive. Then we can make some progress. We need to find ways in which we don't have to rely solely on state instigated ideas. The function of the committees is to build the basis so that we have alternatives and justifications for things that we ask for. Then they will listen and pay attention. Diane shared the need to get involved with corporations who are looking to donate monies which they can then write off. A suggestion would be to approach Walmart asking for a donation to provide a guarantee of so many dollars worth of adult size diapers. Many on the waiting list are looking solely for help with consumable medical supplies. Judy shared that Sharon Spano, a motivational speaker who has a disabled son is looking to establish a foundation for the purpose of providing services for persons on the wait list. It was suggested that we might want to invite her to a future meeting.

VI. Committees and/or Training

Finance Committee Report-

The purpose of the committee will be to draft and propose a fiscal year budget for the statewide council. Diane, the committee chair requests the following:

1. Establish a fiscal agent to perform bookkeeping responsibilities
2. Would like each district to submit by March, 2004 any shortage/overage of funds
3. Need vote on approval of \$500 from each district funding dollars to FCSC.

Diane makes the following motions:

Diane makes a motion that we designate Parent to Parent of St. Lucie County as our fiscal agent for state funds and pay them 5% to provide accounting service. Joan seconds the motion. Discussion followed asking how much is total FCSC funding dollars. What is the responsibility of fiscal agent? They would pay bills and create financial reports. The question was asked: why does the FCSC need a fiscal agent when monies can be disbursed through DD program office? Last year the FCSC had difficulty obtaining authorization to purchase Authorware software & other items because it wasn't clear if it was an acceptable purchase under statewide guidelines. Diane shared the benefit of using Parent to Parent as a fiscal agent is the monies go to them as outreach. It's been accounted for and we can use the monies based on our own rules. A vote was taken to close the discussion and go to a vote. It was not carried by a 2/3 majority so discussion continued. The question remains as to whether a fiscal intermediary would eliminate the need to follow statewide guidelines when purchasing items with FCSC funding dollars. An advantage in favor of a fiscal agent would be a budget accounting on paper of every penny spent thus eliminating the on-going question of how much money has been spent, how much left to spend. **Chair Carroll ended discussion by declaring the motion be tabled.**

Diane makes a motion that each district FCC donate \$500.00 to the FCSC for operating expenses. Pat seconds the motion. No discussion followed. **The motion was approved by consensus.**

Nominating Committee report –

The purpose of the nominating committee will be to propose a slate of officers for the coming fiscal year. Judy, the committee chair, reported to the group the bulk of their work will start the beginning of next year. They will present a report to the council members in March and present a slate of officers in May.

Communications report –

The purpose of the communications committee will be to disseminate information to families, public and FCC districts. David, committee chair requested that committee secretary Donna give the report. It was decided that each committee member will develop a description of what he/she thinks should be the function and purpose of the communications committee. Things to consider are communication covers a lot of territory. We need to work on communicating more effectively with consumers. We need to communicate within our statewide group. We need to communicate with ALL district Family Care Councils. We need to define our purpose by identifying our goals and objectives, establishing a timeline, and communicating with other committees. Establish communication with other groups. A major priority will be to create a statewide family care council brochure and possibly a statewide newsletter.

Policy/By-Law Committee report –

The purpose of the Policy/By-law Committee will be to propose changes in the existing by-laws, if needed, and submit a policy and procedures manual by the end of the fiscal year. Beverly, committee chair stated they already received 2 charges from chair Carroll. Both are to add/modify officer positions. The committee makes the recommendation to add secretary/treasurer as a position and expand the position duties which include prepare and present a quarterly statement of accounts. The committee recommends that be changed to prepare and present a statement of accounts at each meeting. Prepare an end of the year report, which doesn't change. Add responsible for meeting minutes, official keeper of correspondence and record. The addition of secretary to treasurer position was previously voted on and approved. The second position, which has already been voted on, is an addition to Article IV. Officers – The officers of the council shall consist of an elected chairperson, vice chairperson, secretary/treasurer and immediate past chairperson. They suggested the responsibilities of the immediate past chairperson should be historian and duties as assigned. Another committee responsibility is to create a policy and procedures manual. Each committee member will select examples of policy and procedures manuals from other similar organizations. They will review and start looking at how to modify those to fit the needs of the FCSC. Anyone with policy suggestions should send to Beverly.

Chair Carroll stated that any requests/suggestions pertaining to any committee should be sent to the committee chairperson. He would also recommend that anytime the committee is going to meet physically, they might want to let the group know in advance if a specific topic will be discussed in case someone would like to participate by sharing their thoughts on the subject. Also, if anyone in the group has something they deem is of interest to the rest of the group, send it to Ann, communications committee, and she will disseminate to the group.

Chair Carroll advised we have a lot of structure work to be done in this group. He believes we have made a good start today. None of the projects that have been established today have been in existence prior to today except by-laws. He asked the question “Who are we?” He referred to the three things that make any group successful. They are organization, a mission and a focus. How do you attain those things? Organization is through your by-laws & policies (working perimeters). These establish the rules for how and why the organization exists. If a policy decision is made it's a statement that the group as a whole believes in. Policies are serious documents. The mission of any organization is driven by an understandable and condensed version of a mission statement. This determines what is the ultimate aim of the group? What is the group here to accomplish? He stresses, it's the mission of this group not district FCC's. The focus of the organization is set in the perimeters of the Budget and Finance committee, the Nominating committee through the leadership function and Communications committee through the dissemination of information and acknowledgement of what needs to be shared within the group. The group began today by creating what is to be used in years to come. It's up to the current group to do its job to build a committee structure, then build the group into a unit that takes care of business, then come to a consensus on issues by majority vote, and then speak as one voice. This group does not put out issues or statements representing the group unless the group has discussed and voted that this is the position and policy of the group. He shared that we as individuals can speak for ourselves or for our own district FCC but NOT representing the statewide group without the group's acknowledgement and approval. If another organization asks for FCC participation on their committee, that individual must advise they can only represent from their own district. If they want statewide FCC participation, the individual must present the request for participation to prospective committee who in turn will approach the

statewide group for discussion and approval. It was shared that Family CAFÉ is expecting FCC participation. **It was recommended that we consider appointing a statewide chair to represent the FCC on the Family CAFÉ committee. Chair Carroll advised the subject can be put on the next agenda for discussion.**

Chair Carroll acknowledged the group will have a lot of work to do this year. He hopes that if done correctly with the right intent the group will carry on for years to come no matter who is sitting around the table. The current group will be setting the perimeters of how the job is done, what the group will actually mean and what it can accomplish and where it can go. If the group wants to be recognized as a major player, if it wants to have the access that other organizations do, it must become a professional organization. A lot of what will be done this year will be hit and miss. Much may be thrown away making it necessary to start over again because it may not come out right. That's how the perimeters are learned. It can be a great challenge to start from the beginning.

Chair Carroll acknowledged our next meeting will be scheduled for September. Donna advised the Saturday dates are Sept. 6th, 13th and 20th. She will try for the 13th. Chair Carroll requests the officers and committee chairs meet with him the Friday afternoon before the meeting. Also, it's open to anyone else who would like to attend.

Yolanda shared the Family Care Council in Broward County is planning on having an employment conference. They would like to see everyone participate in the conference. This will be a great opportunity for consumers. It's scheduled to take place in February, 2004 at Nova Southeastern University. She will keep us informed on future details.

Chair Carroll reminded everyone of their homework assignment. Individually work on your interpretation of organization, the mission and focus of this group. This will be discussed at the next meeting.

VII: ADJOURNMENT

With no further business to come before the council, Chair Carroll officially adjourned the meeting at 3:45.

NEXT MEETING – September 20th, 2003

RESPECTFULLY SUBMITTED,

DONNA RAUBER