

FAMILY CARE COUNCIL FLORIDA

ANN MILLAN, CHAIRPERSON

Amerisuites Orlando Airport

Orlando, Florida

November 20th, 2004

MEMBERS PRESENT:

Ann Millan, Chairperson
Patty Houghland, Vice Chairperson
Frank Carroll, Past Chairperson, District 3
Joy Frazier, Secretary – D1 Chair
Rhonda Sloan, Treasurer – Suncoast Region East
Rob Mochrie, Suncoast Region West Co-Chair
Donna Rauber, D7 Representative
Sheryl Soukup, D8 Chair
Maryellen Jones, D9 Chair
Bob Wessels, D10 Chair
Margarita Montalvo, D11 Interim Chair
Betty Kay Clements, D13 Chair
Connie Munzing, D15 Chair

STAFF & GUESTS

Linda Mabile, APD Central Office Guest
Diane Ciccarelli, D15 Guest
Dean & Louise Parker, D4 Guests
David Basker, D3 Guest
Lori Fahey, Family Café Guest
Art Brown, FARF Guest
Amelia Rauber, D7 Guest
Bob Millan, Suncoast Region Guest

The mission of the Family Care Council Florida is to advocate, educate, and empower individuals with developmental disabilities and their families, partnering with the Agency for Persons with Disabilities, to bring quality services to individuals for dignity and choice.

I. WELCOME AND INTRODUCTIONS

Chair Ann Millan called the Family Care Council Florida meeting to order. She provided a list of chairperson's contact information and asked that everyone to review, make changes, additions, or deletions to update information. She welcomed everyone and asked for introductions.

II. BUSINESS

Review of July 17th minutes:

Joy, Secretary, asked for a motion to accept the minutes as presented. **Rhonda makes a motion to accept the minutes as presented.** Frank seconds the motion. No discussion. The motion was approved by consensus.

Treasurer's Report:

Rhonda, Treasurer, asked everyone to look in the packet of information for a copy of the Treasurer's report. The top sheet provides detail of monies spent since July 1st. The total spent through October is \$2,662.43. The additional dollars projected through December total \$4,718.00 for a total of \$7,380.43. As requested in July, each district chair was to obtain approval from their district FCC to transfer an additional \$500 to FCCFlorida bringing the yearly total to \$15,000. To date, she is unable to report if this has been done. Rhonda reminded everyone of the motion that was made in July with a projected budget allocating funding dollars into 3 categories of travel, administrative and consulting expenses (copy of July minutes in information packet). The second page of the report is a breakdown per district of monies expended through November 8th provided by APD Central Office. Chair Millan has requested a breakdown of the line item for FCCFlorida account. Page 3 and 4 of the report shows a breakdown of monies spent per district for fiscal year July 1, 2003 through June 30, 2004. Page 4 was prepared by state financial dept. Per chairs in attendance, it was obvious many discrepancies were noticed. According to the spreadsheet information total district FCC's and FCCFlorida received \$150,000.00, expended \$96,653.33, and encumbered \$200.00 for a total available (unused) of \$53,146.67. It was shared how frustrating it is

to see such poor accounting administered by the department. This information was provided for the council's review but must recognize it's too late to do anything about it. Chair Millan has requested from Central Office a quarterly report in order to follow more closely if our funding dollars are being properly allocated/coded. Chair Millan advised how important it is for each chair to obtain expense information from local district program office.

Additional Business: Chair Millan advised the need to review/update district FCC by-laws as most likely the Governor's office will be asking for them.

Chair Millan asked everyone to look in the packet of information for a copy of the district member information documentation. This is the information the Governor's office is requesting. Please check for accuracy of information and provide any highlighted information needed.

Chair Millan wants Sheryl Soukup from District Eight to represent the FCCF on the APD hurricane committee. She needs FCCF approval prior to requesting Denise Arnold to add Sheryl to the committee. **Frank makes a motion to give the chair of FCCF permission to ask or appoint someone to serve on the APD hurricane committee, if allowed by APD.** Joy seconds the motion.

The motion was approved by consensus.

FCCF Working Group Report:

Chair Millan shared the Friday work group meeting was well attended. Those in attendance worked on the Family Support committee and Policy and Procedures committee. Reports will follow later in the day. Next meeting in January, Chair Millan has invited Dr. Terri Rogers, Behavior Therapist from Central Office.

III. GUEST PRESENTATION - Linda Mabile, Quality Management Supervisor, APD

Linda shared her primary responsibility is quality management which includes coordination with ACHA on the Delmarva contracts for quality assurance, working with the IQC on outcome data and processes, and working with the function core group on the reorganization. Linda shared she appreciates the opportunity to meet with the FCCF. She provided each with a hard copy of the Quality Management power point presentation. The APD was awarded a Real Choice Systems Change Grant on October 1, 2004 by the federal government. Chair Millan is participating in the state level steering committee that has been developed for the grant. Linda emphasized this grant is not a new initiative. It doesn't replace any priorities that the APD has in the state. What they are hoping the grant will do is to provide education, information and a system to allow the APD to better accomplish those items they have identified as priorities. She hopes that everyone in attendance will take information back to district councils and shared they would be happy to provide a presentation to local district councils. She spent some time reviewing the hard copy of the power point presentation which is an overview of the grant. Regarding quality management, a major priority was providing quality improvement activities at the local level that can be effective. The grant is for \$500,000 over 3 years. The presentation includes overview information, problems/barriers, goals/objectives, key elements of work plan and time frames. The dept. has recognized that each district is different with its own problems and challenges. They plan on setting up steering committees in each district to focus on problems and issues and work toward quality improvement initiatives that would impact directly on the services in each district/area. Another problem/barrier recognized was no systematic and consistent approach on quality improvements at the local level. What they want to do with the grant is provide direct training to each local area so they will have the tools necessary to look at data/issues and do effective problem solving for quality improvement initiatives. This will be done for some of the district staff as well as the steering committees. Chair Millan asked what the steering committees are going to look like at the local level. Linda shared they are still working on that but they want it to be a broad stakeholder group, similar to the Interagency Quality Council. It would include family members, self-advocates, provider representatives, and local advocacy representatives to name a few. They haven't determined a number yet. Patty asked if the state steering committee would be responsible for creating the guidelines for the local committees. Linda advised they would set up procedures for

operation and the basics so that the local committees would have direction from the beginning. Then the local committees would have the ability to make changes. Linda shared when writing the grant they started looking at the functions at the district level. Shelly is very interested in re-organizing the districts/areas and looking at those functions that are priority for implementing the vision of the new agency. Where functions are determined to be not important or not in line with that vision they would move those employees into positions that support the vision. Chair Millan shared that she will be meeting with Delmarva next month in Miami as they want to develop a web-based training program for families on how to hire/fire employees and other issues of importance to families. Off the subject, Linda mentioned the Prior Service Authorization did go out for bid. Three bids were selected for review, Maximus, First Health and APS. APS has been awarded the bid and it has been posted. This contract is for the review of all cost plans **not** reviewed by Maximus. Therefore, 2 separate companies will be reviewing statewide cost plans. Back to the subject, Linda reviewed the key elements of the work plan. Chair Millan referred to key element of the grant titled Establish Statewide Education, Training and Technical Assistance. The first group listed is self-advocates and family members. She sees this as an excellent opportunity for all Family Care Councils to grow. As parents become educated and involved in the quality management of their individual and the natural supports that need to be done, they will learn of the Family Care Councils and want to get involved. FCC's should be open and ready for change. Chair Millan asked Linda if there was going to be any monitoring by the state level to make sure the local districts/areas are moving forward on quality management. She advised, yes they are setting some standards and as the process is developed there are certain directions that will be taken. Patty shared the need for the dept. to get district staff working on the "same page" as currently they are not. Linda recognized this as being a problem and they will be working on a method of giving district staff an option to be on that "page". Currently the state level steering committee is considering regional meetings within in the state. Some of that is specifically with district staff to give them a direction on where the APD is going. At this time the district staff does not have the information they need. The training of district staff is really the key to what they want to accomplish. Margarita requested that when establishing district steering committees that an FCC representative be included in the process of determining committee members. The same people are picked over and over again to participate on committees. There needs to be new people and smaller organizations involved in making decisions. It's always the same people and representatives of large organization sitting at the table. Linda shared they are hoping that Family Care Councils will pick members to participate on the district steering committees. That is a real important link and could be considered as one of the designated slots. Diane shared her concerns regarding zero tolerance and the lack of a statewide tracking system to keep track of perpetrators who abuse/molest individuals with developmental disabilities. A system of tracking individuals fired from agencies for such crimes and even allegations should be developed so these individuals don't end up being hired at other agencies. This is a "quality" issue that should be part of the new agency. Linda recognizes this is a problem but understands there are legal issues involved which she doesn't have the background to address. Linda shared another element of the work plan is to Improve achievement of outcomes and how they plan on accomplishing this. This is the key in determining if the dept. is succeeding in their efforts. Whether individuals are achieving what they want to in their lives. They will be monitoring and evaluating this over time. Much discussion followed on various situations where outcomes are not being met and how it's because providers, support coordinators and even parents are not doing their job to help the individual achieve his/her quality of life. One suggestion for improvement would be to post a "comments" section on the website where people write their comments on how providers, SC's and APD are doing on the job, similar to comments section on EBay. To summarize the discussion Patty shared that if you're going to be involved, whether you're Delmarva, a Support Coordinator, or a provider, one of the crucial things that doesn't happen is the most important part of getting to know the individual well. They don't get paid for that kind of time so it doesn't happen. This needs to be a priority. The family involved with the individual

also must make the effort to make sure that whoever is interacting with the person knows the person well, however long it takes. Linda shared the time frames involved and what will be accomplished within those time frames. The grant was approved October 1, 2004 and ends Sept. 30, 2007. They have included in the grant stipends and travel expenses for consumers and family members who want to participate. Linda advised that we would be kept informed on their progress and asked that we keep council members up to date. Also she requests any suggestions from councils be sent to her at Linda_Mabile@dcf.state.fl.us . Chair Millan thanked Linda for her presentation and thinks it's very important for families to be included in this project.

GUEST PRESENTATION - Art Brown, Florida Association of Rehabilitative Facilities

Art began by sharing the FARF website address which is www.floridaarf.org . He shared that FARF meets quarterly in various parts of the state and FCC members are encouraged to attend. He advised FARF is currently working on developing a round table panel discussion which would include parents. They plan on inviting some national speakers and have confirmation from the Asst. Secretary of the Dept. of Labor. He is requesting more parent involvement and input. Chair Millan shared we would very much like to participate in the round table discussion. She has attended a few FARF meetings and looks at this as an avenue for of us to work together. Council members asked if anyway of waiving registration fees. Art agreed he would waive the fees for FCC members.

GUEST PRESENTATION - Lori Fahey, CEO Family CAFÉ

Lori provided some background information both personal and business related. She became involved with disabilities as a result of her daughter, now 14, who has Cerebral Palsy. She shared how families had no way of learning about social services and service delivery. She organized a meeting of volunteer family groups and advocacy organizations throughout the state of Florida. Only a handful of people showed up but they got busy, developed a plan, and Family CAFÉ was born. The first year they expected attendance of 250 but 1250 showed up. This past year (sixth year) attendance was 7500. The need is information about service delivery systems. The difference with Family CAFÉ is families tell them what they want to hear/learn. Lori noted this will be the first year Family Care Council has an active participant on Family CAFÉ planning committee. She is Yolanda Herrera. Lori praised Yolanda for all her efforts year-round as she has been her #1 volunteer. She is an excellent choice as FCC participant on planning committee. It's important the council provide Yolanda with any suggestions/ideas. The deadline for presentations is over but Lori will keep open to FCC's until December 16th when presentation information is reviewed. Lori provided an information packet for everyone that includes information on Family CAFÉ, presentation proposal application and exhibitor application, and information on becoming a Family CAFÉ delegate. She shared Family CAFÉ is funded through various state agencies. She has an administrative grant from Dept. of Education that pays for initial overhead, which includes rent, telephone, 2 employees and an accounting function. She stressed the conference is for individuals with disabilities and their families, birth through death, all disabilities. The CAFÉ has a very extensive website. They are able to mass E-mail. All their information comes from the registration forms. Lori shared a few presentations next year will be devoted to hurricane preparedness. Chair Millan asked if she could put people on CAFÉ's mailing list, not fill out registration info. but send names for CAFÉ to notify. Lori advised yes, send her name and E-mail address, she will E-mail them with registration information. The website, however, is the best way to register for the event. Chair Millan shared the need to get more self-advocates involved in Family CAFÉ. Have specific presentations they can participate in such as a cooking class with a high-profile chef teaching them how to cook. Another possibility is a presentation on Job etiquette or etiquette in general. The 7th Annual Family Café Conference is June 3-5, 2005 at the Caribe Royal, Orlando, FL. Lori reminded the council that Family Care Council has not submitted an application to give a presentation. Chair Millan advised she would submit an application.

IV. TELECONFERENCE CALL - APD Update – Denise Arnold

Chair Millan submitted a list of questions to Denise prior to the meeting. It was decided to begin with these questions:

1. What is the status of the IFS dollars and is there any family participation in the decision making? Denise advised IFS stands for Individuals and Family Services. This category is funded through any state general revenue dollars the legislature gives them and social service block grant money. That money is used for people who are not eligible for the waiver, people who will never be eligible due to financial reasons or they don't meet the definition for the level of care necessary under the waiver. In the past these monies were primarily general revenue dollars which ended up transferred to the waiver. It has now been replaced with the block grant money which means it can't be matched with any federal program being drawn on. It's block grant money for persons not on the waiver. The districts are currently gathering information determining how much of the monies in this category are obligated for people getting services not on the waiver. Once that is learned they will know how much money to direct in a spending plan. They have identified some guidelines for capturing some emergency funds for the districts. Then they would identify guidelines for which they would offer services to individuals on the wait list. Denise advised FCC's certainly could have some input into the guidelines they would provide. Chair Millan advised FCC's would like to be involved in that process.
2. What is the Functions Committee and what are some of the results they are working on? Denise advised what they are trying to do is get as much consistency in the area offices as possible. That is agreement on what primary functions are, making sure primary functions are adequately staffed, and trying to get some level of consistency with the table of organization within the district. It's one thing to put on paper, another to get there. It contains several phases. Phase one is to work with the areas and identify key functions of the program. They have had numerous phone calls with program administrators over the past five months trying to work out details. What are the functions, what is a reasonable way to allocate positions and how many positions are needed for certain functions. They have now agreed on functions and identified some formulas on determining how many people needed in each area. As the dialogue has progressed, areas are learning efficiencies with their departments and coming up with solutions for improvement. Chair Millan asked if there has been any final approval regarding areas compared to districts, etc. Denise advised it's not finalized as yet but they are working under the anticipation the APD will be broken down into areas that align with ACHA. Much still needs to be worked out, especially with Suncoast region and district 8. Chair Millan asked if the transition plan had been submitted to the Governor's office. Denise replied yes, back in September. Chair Millan wondered if it was on-line. Denise wasn't sure but would look into seeing that she gets a copy.
3. What is the latest on the Family Supported Living Waiver? Denise reported that as of November 8th there were 1028 applications received and processed from consumers. 441 were enrolled by the areas and are already receiving services. The rest are either in the process of enrolling or waiting for a support coordinator. 230 consumers declined the waiver thus remain on wait list for other waiver. Denise shared they have a lot of provider enrollment taking place. 1200 providers have been sent packages. 850 have been enrolled in all services including support coordinators. The difference is a result of a discrepancy with the provider who enrolls the providers. In the beginning packages were returned because they didn't have background screening but that was waived because people already had the background screening. The confusion was remedied. Denise advised her information indicates there is a need for support coordinators in all districts/areas. Chair Millan requested a breakdown per district/area of number of support coordinators for this waiver. Support coordination is the key to getting individuals on this waiver. Diane shared the need

for training of support coordinators on this waiver. Denise advised that Kerry Schoolfield is supervising the unit and some training is being developed for VTC's in the near future.

4. Any information on budget request for next year? She shared that all agencies or depts. have been asked to submit only continuation budgets because of the hurricanes and revenue shortfalls anticipated this year in the state budget. All they can submit is a budget to continue where they are currently. There may be an opportunity when the Governor sends out his requests, he may put something else in or he may have a supplemental budget after the 1st of the year. They have not been asked to provide any additional budget requests.
5. Are Maximus reports submitted to the Legislature? She is not familiar enough with the report delivery to know if it goes to the legislature every quarter. There was a report done the end of October that showed projected general revenue savings on high cost plans at \$5.2 million, that's just general revenue part of the cost of the services. \$2.9 million saved on single service cost plan requests. Denise shared she could find out a breakdown of dollar amounts per category of denial. Patty asked if Denise knew the name of the company (APS) that was awarded the contract to review the remaining cost plans. She doesn't know the name but will find out for us. Also, is the contract available for review on-line? Denise advised yes but wasn't sure where but suggested checking the APD website.
6. Can you share any information about hurricane victims? Denise requested an update but didn't receive it. She shared the APD is issuing a best practice paper soon to share with the areas what has been learned through the hurricanes. There are some forms on the website for providers to complete if they have experienced some service costs above and beyond what they would normally have. It's just a capturing of costs. It has nothing to do with anything the agency can pay for. She has nothing on specific victims. Chair Millan asked about the committee working on hurricane issues. Denise advised there has been a small committee with Charles Ball & Tom Rice having the lead on it. They are working on the best practice paper. They contact support coordinators from FASC and FISCA asking for their perspective on lessons learned, what needs to be done better and actions that need to be put in place to prevent some of problems that occurred. She doesn't know who else they contacted for input. Chair Millan wondered if the committee has looked at the California website on earthquakes. Denise reminded the council that the FDDC did disaster preparedness training a few years ago. Chair Millan asked that Sheryl Soukup from District Eight be added to this committee. Denise agreed to this. Lori Fahey shared the California has an excellent book on this subject. Also, other agencies including DOH and Voc Rehab have started their own disaster preparedness guidelines. It would be great if all the agencies would work together and create one disaster preparedness guide.
7. Family Care Council Florida has been unable to get any documentation (line items) of how their allocated dollars were spent last fiscal year. Can you help? Denise asked if we knew of a reason why this information is not being given out. Chair Millan shared she has been in contact with Wilma and budget people on numerous occasions and all they will give is a total amount which is over allocation. Denise advised she would take to Marcia Haye, their budget person, to determine what's going on. Chair Millan also advised that District Eight has yet to be paid for travel expenses to Family CAFÉ which took place in May. Sheryl explained they submitted their paperwork on time. It was the department's error in not submitting prior to year end. The issue is that it will now be taken out of this year's budget. This is not right since the council followed the proper procedures. Denise advised she would talk to Marcia. Also same problem in District 13. Betty Kay finally received payment yesterday after the dept. submitted to central office 3 times. Chair Millan has yet to be paid for her monthly expenses totaling \$1,500. Chair Millan expressed the frustration with the constant untimely delay of being reimbursed when we aren't allowed Pcards. One FCC district chairperson quit the council because she couldn't afford to pay the expenses and have to wait months for reimbursement. Denise wanted to know if we knew what and

where the delay was coming from, district or state. Chair Millan advised in her situation it was the state. She received a phone call from the finance dept. a month ago with a question about one of the expense items. She still hasn't received payment. Chair Millan's issue is reimbursement from FCCF funding dollars. Denise advised she would check on this.

8. There is a rumor floating around that all monthly consumer budgets will be frozen in 2 months. Is this true? Denise advised she had never heard that. It was shared that SC's in Suncoast Region have been telling families this. Denise asked where SC's were getting that information. Rhonda shared she could call the SC and ask her. Denise advised that would be helpful.

Denise reviewed her "to do" list. (1) Find the transition plan, advise whether on-line or get copy; (2) Send SC data on Family Supported Living Waiver; (3) Check out issue about cost plans being created upfront with the soft caps then SC's having to go back and change it; (4) See if she can get some information on actual Maximus savings, not just projected; (5) Find out what APS stands for; (6) Request Sheryl Soukup be added to the dept. hurricane committee; (7) Give hurricane committee California website; (8) Financial issues of FCCF waiting to be paid and can't get line item info. from last year to do budget comparison. Also District 8 and 13 have Family CAFÉ expenses submitted last fiscal year that weren't paid until now (district 8 still not paid).

Denise shared some information on the employment initiative. They are still moving forward. All the district plans are on the website. She is still interested in FCC input. They view these plans as changing documents, not as stagnant. Please refer any input to J.B. Black. Patty asked if the districts could update their plans on a timelier basis. The original dates used are past and it's not been noted whether action steps have been completed and if so when. Denise advised a letter from Shelly will be sent to each of the consumers that indicated on the ICG they wanted a job. They also have drafted a letter to support coordinators. Chair Millan brought up the problem with many of the consumers who want employment but get turned away or discouraged by Voc Rehab guidelines. Is there any training for Voc Rehab employees in working with individuals with developmental disabilities? Denise advised not now. She shared there is a real need for this. She suggested we continue to send concerns to the area offices with a copy to acting director Linda Parnell. Chair Millan thanked Denise for taking the time to call us.

Discussion followed regarding confusion with the diaper issue. If there are any diapers in storage can they be delivered to the area FCC Liaisons? FCC members could deliver to families in need. The department asked Chair Millan to get the word out that they had in their possession a huge supply of diapers. She did that and FCC chairs got the word out to their district families. The problem is poor follow through with the dept. Many, many families were expecting to receive diapers. It makes FCC's look bad as we got the word out. Chair Millan has suggested taking some of there area funding dollars to purchase vouchers to deliver to families who were hoping to receive diapers. Another suggestion would be the IFS dollars. Sheryl asked if we could obtain the names of all the families who called the 800 number so that FCC's could follow through and find ways of getting diapers to these families. Chair Millan advised no, the dept. won't release that information. Chair Millan shared the people most in need are those on the wait list. **Rhonda makes a motion to request Chair Millan to write a letter to APD concerning the diaper issue.** Maryellen seconds the motion. The motion was approved by consensus.

V. COMMITTEE REPORTS

FCCF SUPPORT PLAN:

Committee Members: Rhonda Sloan, Ann Millan, Joy Frazier, Betty Kay Clements, Rob Mochrie. Rhonda passed out the corrected copy of the support plan that was revised on Friday. Rhonda reviewed the goals:

1. Advocate, educate, and empower individuals and families currently on the APD mailing list. It lists all categories of individuals who receive services or are on the wait list.

2. Reach out to individuals/families that are not on the APD waiting list by helping them determine if they qualify for services or find alternate services for them to succeed.

Rhonda proceeded to share the list of goal implementations that will be used to accomplish the above mentioned goals. Following is a brief description:

1. For an individual's success, families can be the driving force. Reach out to existing organizations for better efficiency and positive support for individuals and families
2. Funding source must be found at the state level for growth and commitment of each Family Care Council. The FCCF will find funding for an FCCF statewide newsletter, coordinate 4 community forums in different regions of the state and assist local FCC's in developing a brochure, if requested. FCCF has the software and ability to have district color brochures printed at a more reasonable cost if done in bulk using same template. It would be the same brochure but include area contact information. Ann has created one for FCCF and her local council.
3. FCCF will provide material to benefit and encourage strong individual/family participation within each local FCC area.
4. The Family Partner Unit will work with liaisons and board members to assist in individual FCC growth, when requested at state and local level.
5. FCCF will distribute a power point presentation at the state level. This would allow each FCC to have a visual aid to provide outreach information in their local area. Rhonda passed out a hard copy of an APD/FCC power point presentation she developed. She has sent the documents to Ann via E-mail to forward on to all chairs. Anything in red should be changed to reflect local information.
6. FCCF will develop one page with bullets on the FCCF legislative platform. This would enable all areas/region FCC's to deliver the same message to legislators statewide as a "united voice".
7. FCCF will recommend all local FCC's develop their own power point presentation to explain who they are and their purpose. The presentation can be used at local conferences, support group presentations, etc. for outreach. It will also be of benefit in attempts to locate and identify community resources. Rhonda passed out a hard copy of the power point presentation she developed for her council. She has sent to Ann to forward on to all chairs. The same presentation can be used by all FCC's just by inserting local information. Chair Millan shared that she and Rhonda will assist anyone who doesn't have power point software. Chair Millan recommends FCC's allocate monies in their local budgets to purchase a laptop computer. All information can be kept on the laptop and passed on from new chair to new chair. She also obtained confirmation from Wilma that the computers are insured by the state. FCC's are not liable for them. Of course it's important to take good care of it and remember it belongs to the state but if lost or broken, the state is liable for it.
8. FCCF should help local FCC's identify different avenues to reach out to individuals and families not on the APD waiting list such as school districts, etc.

Chair Millan noted that local area Family Care Councils are more than welcome to use any of the above in developing their own Family Support Plan. It was suggested that because of all the various programs with the APD that each Family Care Council incorporate the review of one of the programs (Maximus, Delmarva, Self-determination, etc.) thus spreading it out among all FCC's. Each area does not have the time or manpower to review all the programs within its area. Chair Millan suggested that each chair go to their councils and determine a program they would like to review on a regular basis with their area office. Then each chair can present their progress to the statewide council on a regular basis. **Sheryl makes a motion to approve the FCCF support plan with corrections.** Maryellen seconds the motion. The motion was approved by consensus. Patty suggested keeping data on a regular basis to show that the council has made progress on the goals.

POLICY AND PROCEDURES:

Committee members: Frank Carroll, Patty Houghland, Bob Wessels, Donna Rauber and Sheryl Soukup. Frank shared the committee accomplished a lot yesterday with some good discussion on the policies. Frank has reviewed all the previous minutes and determined the historical policies. Future policies that have been expressed to be needed will require more direction from the council. Patty was asked to explain the issue that needs to be settled prior to moving forward with future policies. Currently the statewide council is set up with policies and by-laws as a conduit of information. The council shares information with local area councils. Each chair attending statewide council meetings doesn't have the power of individual councils to speak for the council without going back to the council for approval on whatever the issue may be. As a statewide council, we don't have a powerful voice. We can't speak for all the councils in powerful ways. Before the policy committee can continue on with developing policies it has to be determined which direction the statewide council will follow. The committee is asking each chair to go to their council, share how the statewide council has evolved over the years and explain that the APD and statewide organizations are looking to the statewide council as a voice for all the district councils. They want FCCFlorida to have the authority to sign off on statewide issues, by consensus at a meeting with each chair representing their area council. It's comparable to a representative/senator who votes for his constituency. He/she is elected to make decisions/vote on how he believes his constituency would want him to vote. It doesn't restrict local councils from making decisions on its own. It relates solely to statewide issues excluding financial issues. They would be bound by the vote of the person who represents the area council at statewide meetings. Any request for monies to statewide council would be taken back to each area council for majority approval. The decision needs to be made soon. The policy committee is not taking any position. If an area council has difficulty understanding the charge set forth to them, upon request, a representative from the committee will meet/communicate with that council's members. It was asked what happens if a council votes no. The communication within the committee was that it must be approved by all councils. If not then the statewide council remains as is, a council whose sole purpose is to share information. Bob asked if the policy and procedures committee could develop a summary of "talking points" for the chairs to help with presenting the issue to their respective councils. It was agreed Patty and Frank would do this.

Patty shared a draft of a letter she prepared regarding the Brown vs. Bush lawsuit initiated by the Advocacy Center. Since the council doesn't have the authority at this time to vote to send on behalf of FCCFlorida, she has provided a copy which is in the packet of information for each council to consider drafting on its own.

VI. OLD BUSINESS

Chair Millan asked for a motion to request that each council approve an increase to the statewide council from \$500 to \$1,000. **Maryellen makes the motion.** Rhonda seconds the motion. Chair Millan asked if any discussion. Margarita shared her council wanted to know if this was a permanent increase or just one-time. Chair Millan indicated at this time she thinks a one-time increase. It will be re-evaluated in June. In the next 3 or 4 months the separate non-profit should be up and running. That could make a difference. For now it's one-time. The motion was approved by consensus. All districts have approved the increase except district three. Frank advised they would be voting on the increase at their January meeting.

Chair Millan shared the APD has asked the statewide council for an additional 5000 copies of the celebrate employment brochure. The reprint will cost \$1,600. She brought some with her and would like each council representative to take a supply to their district for distribution. The councils really need to be promoting employment because that is what the APD is promoting. **Bob makes a motion for the council to authorize FCCF to print an additional 5,000 copies.** Betty Kay seconds the motion. The motion was approved by consensus. She is looking for another resource to partner with the council for printing the next brochure to be made available at next

year's Family CAFÉ. Shelly wants this to be a yearly project. Bob suggested that the FCCF approach Publix and other companies to help fund the brochure by becoming a sponsor. Chair Millan agreed that is a great idea.

Rhonda advised that FCCF had discussed the purchase of a display board for Family CAFE. She shared some pictures and prices of display boards. Bob shared he has access to a 3 panel display board. He will get a picture and send to the communications committee. Also, Frank suggested we do a presentation with pictures of individuals with developmental disabilities that would run continuously from a laptop, similar to what Charm Thometz did a few years ago. It can be used at Family CAFÉ and other events.

Rhonda shared she would register for the FCCF booth at Family CAFÉ.

VII. NEW BUSINESS:

Chair Millan noted the Florida Developmental Disabilities Awareness Day in Tallahassee is set for April 7th, 2005. Sheryl shared that she has been in contact with the FDCC on behalf of their Family Care Council asking for printed materials that could be used in their area, which would include local media coverage, to promote Developmental Disabilities Awareness Day. She suggested that if any other FCC's are interested in advocating for that to contact Debra Dows.

Rhonda shared that Maureen Olsen, director of CDC+ at dept. of Elder Affairs is a member of the reserves and is being sent to Iraq. Martha Creel will be taking her place.

Chair Millan shared that she and Patty attended the Florida Association of Support Coordinator's (FASC) meeting in Tampa. She shared some of the serious issues addressed at the meeting.

Support Coordinators are resigning on a regular basis. Patty shared outcome from that conference is an on-going problem solving group including APD, VR, to name a few, trying to determine what to do with these situations where SC's are being held liable, looking at lawsuits, and looking at what kind of protection as they have none.

VIII. FCC LOCAL UPDATES

Rhonda Sloan, Suncoast Region East shared they have been working hard on the 6th annual Pathways and Partnerships, a transition conference which is being held today (11/20). She shared that everyone in attendance received a binder which included a handout or presentations from all 30 workshops involved. They had 450 registered attendees. They just started their CDC+ support group in Suncoast Region East. Others will be started in Suncoast Region West and Sarasota and Manatee counties. Families are having a hard time navigating the CDC+ program. Rhonda has created a power point presentation on CDC+ which has been approved by Karen Huber at APD. It includes how to create a budget, writing a purchasing plan and how to do the savings plan. She is very interested in CDC+ as it's the future and should be a choice for all consumers. Ann will forward the presentation to the chairs. There is a new CDC notebook. Contact Danielle Rutherford at Elder Affairs. It's not the same notebook. It contains updated information.

Bob Wessels, District 10 shared their district has the best dept. liaison in Florida. They have shared one on one conversations and she is very much in agreement with Family Care Councils and what they are trying to accomplish. The district has given them an office with phone line. They have 10 members with 3 self-advocates. They will be working on their support plan with possibly a mini-retreat in January.

Joy Frazier, District 1 shared the hurricane has really messed up the area. They are looking forward to having 2 new members. The 2 applicants did receive a letter of acknowledgment that their applications were received by the appointment office.

Margarita Montalvo, District 11 shared that she, on behalf of their FCC, would like to thank Ann for the letter of sympathy she wrote for Martha Sheldon who passed away a few weeks ago.

Margarita shared there was a lot of community support for Martha as she was very much involved in the community. The sad part is that no one from the district 11 program office attended Martha's funeral. Martha was district 11's number one advocate and will be missed very, very much. Chair

Millan asked Margarita where Martha's PCA was at the time of the accident which occurred while Martha was walking her dog. She was in Martha's house. Chair Millan expressed how much Martha will be missed.

Frank Carroll, District 3 shared they had an information forum last month. About 50 families attended. The subject was support coordination. Many of the families in attendance were involved in transition from school and had no knowledge of support coordination. They have begun working on their next forum which will be dedicated to transition. Frank shared that flyers announcing their last forum were also to all district families on the wait list. It took some doing on his part but was finally successful in getting a mailing list from Tallahassee delivered to the district program office. He shared the next time they are considering mailing post cards.

Sheryl Soukup, District 8 shared they continue to be involved in their hurricane relief project. The council, in collaboration with Families First of Florida, is busy planning their second annual regional conference. It's been more difficult partnering with other organizations this time. They are trying to reach out to the other counties who are not well represented. Because their council had been defunct for many years, they are working on organizational structure and how to get information to families. They are working on a website and obtaining office space. They want to include on the website a resource library which is easily accessible to all.

Maryellen Jones, District 9 shared they are in a building mode. She has partnered with other organizations and is preparing for a conference which was supposed to be held in October but cancelled and rescheduled for April. They plan on a guardianship meeting with Parent to Parent in February. She feels more confident the word about FCC's is being heard and sees more people involvement.

Connie Munzing, District 15 shared they just had a zero tolerance training. They are working on a "wish" list for the Governor on problems regarding individuals with developmental disabilities. One of the big issues is requesting advocates appointed to DD consumers prior to them being questioned by police upon being arrested.

Donna Rauber, District 7 shared they have developed a letter from the district seven FCC council to the Blue Ribbon Task Force pertaining to medical issues and our developmental disability population. She shared the 2 major issues. (1) The lack of medical specialists to care for this population on an on-going basis because specialists don't want to become Medicaid providers; (2) Children with severe medical disabilities are having home nursing hours cut by Medicaid which is forcing parents, unable to care for them at home, to place these children in group homes. With the main emphasis being placed on independent and supported living and the APD's philosophy of keeping children at home with family, what we have here is the exact opposite. It was very disappointing that not one of the issues in the letter was included in the BRTF interim report.

IX. ADJOURNMENT

With no further business to come before the council, Chair Millan officially adjourned the meeting at 4:00.

RESPECTFULLY SUBMITTED,

DONNA RAUBER