

FAMILY CARE COUNCIL FLORIDA
Work Group Meeting

ANN MILLAN, CHAIRPERSON
Amerisuites Orlando Airport
Orlando, Florida
Friday, November 19th, 2005

MEMBERS PRESENT:

Ann Millan, FCCF Chairperson
Patty Houghland, FCCF Past Vice Chair
Joy Frazier, D1 Chair, Secretary
Frank Carroll, D3 Rep, FCCF Past Chair
Beverley DeStories, Suncoast Region 5 Chair
Donna Rauber, D7 Chair
Sheryl Soukup, D8 Chair
Bob Wessels, D10 Chair, FCCF Vice Chair, Treasurer
Betty Kay Clements, D13 Chair

STAFF & GUESTS

Melinda Brown, D13 Guest
Sharon Berry, D8 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 Millan called the meeting to order and asked for introductions. She passed out the Saturday agendas. The format of today's meeting will be to review Saturday's agenda, discuss some upcoming issues and make some decisions. She hopes to conclude the meeting at 4:00 leaving the last hour for an FICD meeting. She shared with guests a brief summary of FICD and its purpose.

II. BUSINESS

Chair Millan received a CD from the Alliance for Full Participation Summit which she attended in September. She will be happy to share with everyone. She indicated that she has all the handouts that are referenced on the CD and she can make copies of any that people are interested in. She also has a video on Running an Effective Meeting which was developed by YAI, National Institute for People with Disabilities which she has made available to anyone interested. Joy will keep of list of interested persons. It was suggested that after viewing the video, make comments, then pass them along with the video to the next person on the list, etc.

III. COMMENTS

Ann, Bob and Patty met in the A.M. to determine what issues to discuss today.

Amerisuites contract - Donna advised she has contracts for meetings on the following dates: January 20th-21st, May 19th – 20th, July 14th- 15th. March was left out because of the possibility of having a meeting in Tallahassee. Donna indicated as a means of saving a few dollars she has booked just one of the rooms for Friday and both rooms for Saturday. The meeting room rates are: \$125.00 on Friday (includes setup) and \$285.00 on Saturday (includes setup). The rate is based on 10 – 15 hotel reservations. The rate will increase to \$325 on Saturday if under 10 hotel reservations. Donna explained there will be an increase in room rates beginning in January from \$59/69 to \$83.00 for each of the above contracts. This is the government rate. It was suggested to check and see what the 501(c)3 non profit rate would be in the event funding dollars get transferred to FICD. Chair Millan indicated the agency is upset that Amerisuites won't take a

state purchase order. They want us to find another hotel that will accept a state PO. Donna asked about funding dollars being transferred to FICD. Chair Millan explained that Terri McGarrity contacted earlier advising she was still working on the purchase order for FICD to handle the statewide funds in the amount of approximately \$15,000. The issue with the agency appears to be the contract states that FICD would receive a 10% administrative fee. The agency said most charge 5%. Chair Millan told Terri she contacted other organization for the funding contract and they replied they could not provide the service because of the low dollar amount. If more money is in the contract that would warrant a cheaper presentage. Chair Millan explained to Terri that the bookkeeping procedures will be very time consuming when you realize 15 people will be submitting vouchers for payment of not only travel but postage, supplies, advances to attend conferences, etc. There will be monthly reports to prepare. Terri's response was they could release the dollars quarterly or establish a travel agent. Chair Millan emphasized there is much more involved than just travel. The process will require many hours of FICD's time. She requested from Terri to see the purchase order before its submitted. Chair Millan explained this issue will be discussed with Kerry during Saturday's meeting. Discussion followed pertaining to requesting travel advances. Margarita shared her issue with not being reimbursed for last meeting because of auto breakdown and the area PA refusing to OK her travel to Saturday's meeting. Also, the use of prior authorization to incur travel forms which should be completed and turned in to area program office prior to travel. Chair Millan asked to get back to Amerisuites issue. It's apparent we can't expect anything from FICD at this time. It was decided that Bob would contact the local Amerisuites representative, talk to her about a purchase order and if there are any other alternatives that would satisfy the agency. It was suggested to ask as a policy exception that Chair Millan receive a state Pcard. Discussion followed pertaining to how often the statewide council should meet and the consensus among all in attendance was to keep the format as is, bi-monthly.

Uniform Practice Review - Betty Kay shared that a designated group from APD known as the Uniform Practice Team came to their area program office recently. They have visited area 3 also. Their purpose is to evaluate each area office functions which includes reviewing how paperwork is done and all the different area personnel positions in an attempt to bring consistency within all area offices. Ed Rousseau from the team contacted Betty Kay personally with a designated meeting time for her & 2 other members to discuss the Family Care Council. The team was reviewing all documents and all processes within the area office. Betty Kay indicated that Mr. Rousseau was very favorable to Family Care Council. Melinda shared Mr. Rousseau had a worksheet with questions that included asking if an APD representative attended FCC meetings, if FCC had easy access to area office and was very interested in communication between members and APD. He allowed members to speak openly and he listened. He wanted to know what role of the Family Care Council has been and will be doing within the community. He's very concerned about the LAC (Local Advocacy Council) and their role in the community. He would like to see FCC's working together with LAC. He wanted to know specifically things that were working or were not working. They gave an example of the difficulties with reimbursements. He was interested in the members view on waiver due process. Betty Kay shared the team was at the area office for 1-1/2 days. Linda Mabile was a member of the team. The primary purpose of the meetings with all area offices is to get everyone working on the same page. It was suggested that FCC's should request a copy of the report issued from this review process.

Discussion followed expressing the need for APD to include Family Care Council representatives in the planning process rather than after the fact. The goal is for APD to think of FCC first. Chair Millan believes the councils are making progress but more effort needs to

occur. Chair Millan reviewed the questions submitted to Kerry Schoolfield for answers at the Saturday meeting. She asked if anyone else has questions she will add them to the list.

Betty Kay mentioned she received a phone call from a lady who has obtained a grant from the Florida Developmental Disabilities Council (FDDC) to create a “how to” book for individuals with developmental disabilities. She is developing some focus groups around the state in order to obtain family and consumer input. Betty Kay has arranged for her to attend their FCC meeting. Her purpose is to create a “disability friendly” book for the consumer to understand how to access services. Her name is Rebecca Wright. Betty Kay will forward other FCC contact information to her.

Yellow Book – Chair Millan advised that the yellow book committee, Betty Kay, Rhonda, Jean Sherman, Bob, Patty and herself volunteered to review the draft of the yellow book. Melinda would only release one copy to Ann for review. The draft copy is 387 pages long. A letter was submitted to Melinda with Family Care Council Florida concerns. Discussion followed sharing those concerns. It was decided based on the current version of the draft that FCC’s do not want to be involved in the trainings.

Celebrate Employment Booklet - Patty advised the executive board decided that Ann should no longer take on the role of creating the booklet as she has the past 2 issues on a volunteer basis. It’s a very time consuming project for a volunteer to undertake. The working group agreed. The board discussed it was time for APD to take on some responsibility if they wanted any additional issues. They suggested to approach J.B. to fund celebrate employment, have the money deposited in FICD, and hire someone to create future booklets. It would be a way for FCC’s, FICD and APD to work together as a team. Otherwise, FCC is not doing another booklet. See Saturday minutes for additional information.

Patty shared another issue discussed during the executive board meeting was creating a concept paper for the purpose of obtaining grant money to bring the FCC website up to date by re-designing it to be more professional looking plus additional monies for maintaining the website on a regular basis. Everyone agreed the website is very important. Sheryl said she could help with gathering information and writing of concept papers but she felt we could not get one for the web site. There are too many web sites for developmental disabilities. Sheryl said she would write a concept paper or grant preparation for a speaker’s bureau. Bev said she would help her. Bob is to get the FICD papers in order for that.

At this time Chair Millan adjourned the meeting.

Respectfully Submitted,

Donna Rauber