

FAMILY CARE COUNCIL FLORIDA
Pauline Lipps, Chairperson
May 16, 2015, Meeting Minutes
Embassy Suites, Orlando Airport

MEMBERS PRESENT:

Pauline Lipps, FCCF Chair, FCC SC East
Mary Smith, FCCF Vice Chair, FCC 4
Dan Bayley, FCCF Treasurer, FCC7
Betty Kay Clements, FCCF Secretary, FCC13
Patty Houghland, Chair, FCC 1
Margie Garlin, Rep., FCC3
Karen Prewitt, Co-Chair, FCC4
Patricia Oglesby, Chair, FCC 8
Karen Oberg, Chair, FCC9
Marty Norris, Co-Chair, FCC10
MES, Rep., FCC 11
Karen Huscher, Chair, FCC 13
Lisa Miller, Co-Chair, FCC14
Ruth Wingate, Rep., FCC15

GUESTS:

Howard Fetes, FCC 7
Lisa Cullen, FCC12
Laura Edmonds, FCC4
Nicole Ortiz, FCC15

APD FCCF Liaison

Stephanie Rogers, APD FCC Liaison

GUEST SPEAKERS:

Denise Arnold, APD Deputy Director of Programs
Susan Prater DeBeaugraine, MSW
Arc of Florida Assistant Director

CALL TO ORDER: FCCF Chairperson, Pauline Lipps, called the meeting to order at 8:35 am. She welcomed everyone, and had all in attendance introduce themselves.

The contents of the FCCF information packet include:

- FCCF May 16, 2015 Agenda
- FCCF March 21, 2015 Meeting Minutes (Draft)
- FCCF FY 2014/15 YTD Expenditures
- FCCF Spending Plan for FY 2015/2016
- FCCF 2015 Summary of Allotment Balances Report by Region and Area Council
- 3 Simple Rules in Life
- Manners That Matter booklet, an etiquette guide for interacting with people with disabilities
- FCC Website policies and procedures
- Notice of Security Breech letter
- 12 commandments for people working with people

Many Resource materials and pamphlets were made available to all

II. BUSINESS:

March 16, 2015 Meeting Minutes: Draft minutes sent to members prior to the meeting were reviewed. A motion to accept the minutes as written was made by Patty Houghland. The motion was seconded by Ruth Wingate. Motion passed.

FCCF Budget Report: Howard Fetes reporting for Treasurer Dan Bayley stated that the FY 2014/15 spending plan shows expenditures YTD as \$12, 283.14. Considering anticipated expenditures, he indicated a budget balance of \$1917.00 Discussion of purchases that could be made prior to June 16, 2015 ensued with the following decisions made by FCCF members. **Patty Houghland made a motion for FCCF to purchase 20 books titled Apple-Bites: Commonsense Disability Strategies for Everyone, by Kathie Snow at \$10.00/book. The motion was seconded by Patricia Oglesby. Motion passed.** Each FCC Chair will receive a book from FCCF, Chair Pauline said. FCC's that want to order more books must get an official vote from their members, and advise

Stephanie Rogers by May 29, 2015. There was discussion about an iBudget guide/flyer and its use with the QSI brochure as a training tool for families. It is out of print. **Patty Houghland made a motion for FCCF to spend up to \$1,000 for printing the iBudget flyer guide for distribution among the 15 FCC's. Karen Prewitt seconded the motion. Motion passed.** Chair Pauline reviewed the FCCF Spending plan for FY 2015-2016 with members. **Karen Prewitt made a motion to accept the FCCF Spending Plan for FY 2015-2016, as presented. Karen Oberg seconded the motion. Motion passed.**

III. APD UPDATES: Pauline introduced APD Deputy Director of Programs, Denise Arnold. Denise shared that she was drawn to the field of DD by the potential of persons with disabilities. She addressed the following asking for open discussion as she continued:

APD Legislative Update: Denise said a special Legislative session will be held June 1-20, 2015. All Agency and State budgets will be reviewed. She shared the Special Session Agenda published and explained some of the significance. APD will keep FCCF advised of those APD requests and APD issues in the Governors budget as they are addressed in this session. Agencies were asked to provide the Governor with critical budget issues yesterday. APD submitted their responses, she said. FCCF members discussed concerns about the critical needs of individuals and families served by APD that might not be addressed during this special session. A decision was made for FCCF (15 FCCs) to contact Florida Legislators as a collective body to make an impact statement. A conference call will be held at 6:30 pm Wednesday, May 20, 2015 to discuss a letter to be sent from the FCCF Chair Pauline Lipps. She asked for comments and suggestions to be sent to her prior to the call.

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Manners That Matter review: Natalie Jean, an APD employee and self advocate is requesting FCCs review this pamphlet for edits/additions prior to reprinting. There was discussion with suggestions for editing, and comments that Denise will take back for consideration.

iBudget Rule: Denise reported that a notice of change will be out next week following the May 7 iBudget Rule public meeting. A new hearing will not be held unless requested. A primary comment requested attorneys be added as client advocates she said. Individual reviews were also addressed. She explained that Individual reviews are not just when new to the waiver, but occur anytime there is an algorithm rerun based on needs. An Allocation Implementation Meeting (AIM) is done any time there is a new budget for an individual. APD has clarified AIM use in rule for when a new algorithm is implemented. When the rule is final with a new algorithm, new iBudgets will be incorporated at the individual's next support plan. No new iBudget algorithm use will occur until the iBudget Rule is final. It could be early July she said. Denise was asked if an AIM brochure could be developed to use with the QSI pamphlet and iBudget pamphlet discussed earlier. She liked the idea and said she would take that request back to the office. The iBudget Handbook is completed and AHCA is fast tracking it she said. APD and AHCA met together and agreed on changes. It will now go through the AHCA approval system.

Train Learning Management System with Department of Health:- APD has signed an agreement with Department of Health (DOH) for required trainings of providers and staff. Arc of Florida will do a help desk at a cost of \$125,000, if approved. Trainings will be available for parents and self advocates as well. It should be up by late August. APD has asked Arc of Florida for training on dual diagnosis and person centered planning. Pam London is the APD Training Coordinator. She has a group working on WSC training, and they are tweaking other trainings. Denise is recommending a FCC member be included in this group.

CMS Statewide Transition Plan: Denise handed out a Statewide Transition Plan for CMS that combines all waivers into one, and another that is iBudget FL specific. She outlined the documents in each. AHCA is working on revisions, so FCCF will follow closely to be sure they see any new revisions before being sent in. AHCA is the lead agency with APD a key partner. Asked who FCCF should contact directly at AHCA, Denise recommended contacting Linda MacDonald and Shevaun Harris. Heightened scrutiny concerns were discussed and shared by attendees regarding some Florida providers/facilities. Denise shared that only 4 out of 21 states had requested

this status of a facility. APD has indicated to CMS that heightened scrutiny assessments will be done and may be submitted accordingly at a later date.

Background Screening- AHCA : A “Care Provider Background Screening Clearinghouse (CLH) “ will be managed by AHCA, (see handout). APD is one of 7 agencies legislatively specified to screen through the CLH. May 25 2015 is the scheduled start date. APD providers currently pay more for screenings. It is anticipated to be addressed in the next legislative budget request.

IT update: A copy of “Notice of Breach of Security” was discussed. A contractor with another agency downloaded Social Security numbers and sold them. Clients notified as impacted will need to sign up online at <http://www.lifelock.com/fde15> in order to receive a full year of identity theft protection at no charge.

Denise asked for questions or comments and two key issues arose: Tech support is needed by some of the FCC's where there is no tech support for the Lync system. She will look into that issue. FCC mailings of APD client addresses are an issue that FCC members are willing to assist with. Suggestions for allowing Governor appointed members to become HIPPA certified, or a positive plan from APD was requested. Outreach is hindered by the inability to assist APD staff with these mailings. Denise will take this information to the APD management meeting. Various surrounding issues in Area offices were brought up. One involved Florida Sunshine laws interpretations that are not consistent. Stephanie will assist and get clarification.

Denise was thanked by all, and she stayed for the remainder of the meeting.

V. LOCAL COUNCIL'S ACTIVITY REPORT:

- FCC1 Chair Patty Houghland reported on their Forum with keynote speaker Kathie Snow. 150 people attended and they were happy to see so many families. They partnered with Arc of Florida and Arc Gateway, who assisted them with expenses and food. A highlight she shared was that 2 individuals from Sunland Marianna prepared a song “My Voice Counts”, making an impact about abilities that are not always considered, she stressed. Attendees received certificates. Kathie Snow did an afternoon and an evening session. The goal of reaching parents was achieved she said.
- FCC13 Chair Karen Huscher reported on their “Planning Our Future” event held in May. They hosted two speakers. Art Barndt, APD iBudget manager of the office of programs, presented a power point on the iBudget and other issues geared to the theme of the program. Attorney Pamela Martini, who has a brother with special needs, presented on Guardianship Advocacy and related issues. 182 people attended. They had 24 resource vendors. 2 Interpreters, for a \$250 package, rotated hourly. FCC/APD teamwork contributed to the success of the event, she said.
- FCC4 Co-Chair Karen Prewitt reported on their event “Connecting the Dots” with Kathie Snow as the keynote, and 4 tracts covering life spans. Kathie did 3 presentations. FCC4 was most excited about the partnerships developed that assisted with the day and expenses for Kathie Snow, food, name tags, bags etc. She explained the use of Event Brite for registration and the information it assists with. She reported that Chair Pauline and Secretary Betty Kay attended. They both spoke to how well organized the entire event was. FCC4 and partners are already planning next year’s event Karen added.

IV. FCCF WEBSITE POLICIES/PROCEDURES: Vice Chair Mary Smith reviewed the policy and procedure document discussed at the workgroup meeting on Friday. A resource page with links, disclaimer statement and photo clarification are to be added. **MES made a motion to accept and to implement the FCCF Website Policies and Procedures. The motion was seconded by Karen Oberg. Motion passed.** Chair Pauline announced that Mary Smith will be the Administrator, and she will be a backup administrator. The Website Team is MES, Marty Norris, Laura Edmunds, Karen Prewitt, Stephanie Rogers and Pauline Lipps. Volunteers for “Contact Us” are Laura Edmunds, with Karen Huscher and Patty as backup for Laura. Chair Pauline will put FCCF minutes approved today on the website. Stephanie shared handouts of statistics for the www.fccflorida.org website as of May 14, 2015.

VI. 2015-16 FCCF EXECUTIVE ELECTION NOMINATING COMMITTEE: Karen Huscher, Committee Chair named the slate of officers as presented at the March meeting. She asked for nominations from the floor for each candidate. There were no nominations from the floor. Karen then called for a vote. **Patty Houghland made a motion to put the slate forward. Ruth Wingate seconded the motion. Motion Passed.** **FCCF officers for 2015-2016 fiscal year are: Chairperson- Pauline Lipps; Vice Chairperson- Mary Smith; Treasurer -Dan Bayley; Secretary- Laura Edmunds.**

VII. Arc of FLORIDA/FCCF CONTRACT PROPOSAL: Susan Prater DeBeaugraine, MSW, Arc Assistant Director shared her extensive experience and personal connection to individuals with developmental disabilities. She presented a Power Point explaining a training project that Arc of Florida is asking FCCF to participate in. She addressed the significant need for good effective trainings for a well developed work force. She views the project as a game changer for the provider community, family members and self-advocates. She spoke about TRAIN, a learning management System (LMS) that Denise Arnold had spoken about earlier in the day. TRAIN is funded by the Public Health Foundation in at least 40 states; DOH is the sponsor in Florida. It is a free program. Arc of Florida is working with APD on core competencies, zero tolerance, supported living, community living, behavioral and they will be translated into Spanish, and Haitian Creole. An overall look at the program indicated that providers can do training plans for staff. There are pre and post tests for many and family members may view and take as well. It has endless possibilities. Transcripts can be obtained. There are discussion boards, surveys, a knowledge center, and can be used on various devices (iPad, laptop, etc). Trainings last 30 minutes to 1 hour, and can be exited and re-entered as needed, as long as they meet the time frame for completion. A person can register for a class, upload to a system and print a certificate. Delmarva can view certificates loaded. Susan was able to become an administrator for trainings with DOH, allowing her considerable access and flexibility. She can upload all training and see who is registering. DOH has to approve all trainings being uploaded. Susan demonstrated a training.

The contract with Arc of Florida and FCCF purchases 100 hours of review time and vetting of selected trainings by FCC members. There will be 30 days to complete and evaluate the trainings. Susan will provide the Web based trainings for FCC members to go online and review. She will also get subscriptions approved by Steve Coleman, APD Senior Behavior Analyst, and some others. She will provide a listing, with a subscription period of time designated, and the actual form for the review to be filled out on. Comments regarding any difficulty in registering, the ease of navigating it and a brief description of the training is the goal of the member doing the review. Positive feedback could result in the uploading and use of the training. Arc of Florida will purchase training subscriptions, and pay FCCF \$50.00/hour for a total of 100 hours of training review time, not to exceed \$5000.00. The money will be paid to FICD, a 501c3 organization, as a separate line item for FCCF. Patty Houghland will take the lead for the implementation of this project, FCCF Chair Pauline said. Arc of Florida is building the TRAIN at present and APD is working on it, Susan said. She showed a short video in closing that shows the building of an airplane while in flight. <https://www.youtube.com/watch?v=L2zqTYgcpfg>

Susan was thanked for her presentation and the review of trainings opportunity by all.

VIII. CITIZENS TIME: There were no speakers signed up for citizen's time.

IX. COUNCIL INPUT/MISC. INFORMATION

There being no further business, the Chair adjourned the meeting at 3:40 PM.

Respectfully submitted,

**Betty Kay Clements,
FCCF Secretary**

**The next meeting is July 18, 2015
Embassy Suites Orlando Airport, Orlando, Florida**