

**FAMILY CARE COUNCIL FLORIDA**  
**Pauline Lipps, Chairperson**  
**November 21, 2015, Meeting Minutes**  
**Embassy Suites, Orlando Airport**

**MEMBERS PRESENT:**

Mary Smith, FCCF Vice Chair, FCC 4  
Jean Sherman, FCCF Past Chair, FCC10  
Laura Edmunds, FCCF Secretary, FCC4  
Patty Houghland, Chair, FCC1  
Betsy Hill, Rep., FCC3  
Karen Prewitt, Co-Chair, FCC4  
Paula James, Rep., FCC SC West  
Karen Oberg, Chair, FCC9  
Gilda Pacheco, Co-Chair, FCC10  
Mary Ellen Ottman, Chair, FCC12  
Karen Huscher, Chair, FCC13  
Melody Hearn, Chair, FCC15

Pauline Lipps, FCCF Chair, (by phone)

**GUESTS:**

Lisa Lupi, FCC15  
Ruth Wingate, FCC15  
Sara Brothers, FCC7  
Lynn James, FCC8  
Nikki Torres, FCC14  
Martha Stuart, FCC9  
Sue Mastivi, University of Florida  
Tosha Littles, Family Network on Disabilities

**APD FCCF Liaison:** Stephanie Rogers

**APD FCC14 Liaison:** Manyone Champavannarath

**GUEST SPEAKER:** Karen Hagan, APD, Chief of Staff  
Robert Brown, APD Legislative Affairs Director (by phone)  
Denise Arnold, APD Deputy Director of Programs (by phone)  
Robyn Turlakis, Delmarva Regional Manager

**I. CALL TO ORDER:**

FCCF Acting Chairperson, Jean Sherman, called the meeting to order at 8:45 am. She welcomed everyone, shared basic housekeeping information, passed around attendance started introductions. The contents of the FCCF information packet include:

- FCCF Nov 21, 2015 Agenda; FCCF Sept 19, 2015 Meeting Minutes (Draft)
- FCCF FY 2015/16 YTD Expenditures
- FCCF Legislative Platform 2015
- FCCF Draft Legislative Platform 2016
- FDDC Legislative Platform 2016
- Governor's Letter re: Florida Family Caregiver Month
- Sexuality Education links
- 2015-16 Interim Committee Meeting Schedule
- APD Department of Labor Home Care Rule
- Florida Disability Resource Network letter

**II. BUSINESS:**

**September 18, 2015 Meeting Minutes: A motion to accept the minutes with edits (Karen Prewitt was not in attendance and Diane Agrusa's name was misspelled) made by Patty Houghland. The motion was seconded by Karen Prewitt. Motion passed.**

**FCCF Budget Report:** Sara Brothers (FCC7) reporting for Treasurer Dan Bayley stated that FCCF's FY 2015-2016 expenditures YTD are **\$3093.06**, as of 11/1/15. Travel, toll-free answering service and FCCF Secretary office supplies were paid for since the previous meeting.

### III. APD CHIEF OF STAFF, KAREN HAGAN:

Emergency Management Planning was the first topic of discussion, specifically in regards to disaster plans for the family, provider, etc. Ms. Hagan talked about her thirty years of experience with the American Red Cross and shared some handouts with everyone present.

Handouts:

- 1) Preparing for Disaster – Council members are asked to contact Karen with any questions. She recommended that FCCF members encourage individuals with disabilities register with their local Special Needs shelter on an annual basis. It is important that the Department of Health, who manages special needs shelters, know what to expect in the event of a disaster so that they can prepare for people.
- 2) Terrorism
- 3) APD Promulgated Rule
- 4) Family Disaster Plan – FCCF members are urged to make sure these are completed/updated.
- 5) Preparing Your Business for the Unthinkable – How to protect your business, employees, customers. Developing a plan, reducing/mitigating damage. Karen recommended that persons who manage group homes to identify a staff member to be in charge of disaster response due to the other duties that will be required.
- 6) Hurricane Safety Checklist – Go to [www.Redcross.org](http://www.Redcross.org) for more multi-hazard checklists (i.e., flooding, etc.).

Go to [www.disaster.org](http://www.disaster.org) or [www.Redcross.org](http://www.Redcross.org) to find these documents

Contact Karen with questions or suggestions. APD is coming up with a standardized plan.

Functional Needs Support Services preparing special needs packets for emergency preparedness.

#### APD Update

**Legal:** Several public hearings/meetings were held in regards to the iBudget Rule. The iBudget Rule's new algorithm was challenged in October. The trial will be held in mid-January.

#### Programs Update:

- Legislative Appropriations are going to Categories 3, 4, & 5 – 2500 letters were sent to individuals in eligible waiver settings.
- Enrollment continues for individuals in Crisis, ICF, Skilled Nursing, Military families from out of state in other waiver programs, Child Welfare system upon adoption, young adults in the Foster Care/Extended System Foster Care.
- Federal CMS Residential and Non-residential (ADTs) are to be surveyed and come into compliance to the CMS Rules by March 17, 2019. Providers are being given ample opportunity to meet these rules, rather than focusing on remediation. AHCA and APD are developing the training materials and protocols for providers and APD staff to conduct these surveys. Implementation has not been initiated yet, per AHCA. An alert from AHCA will be sent to providers to complete a self-assessment survey prior to APD conducting onsite validation surveys. As of Nov 16, 2015, there are 1,797 residential facilities and 184 ADTs. The sample size of 323 residential facilities and 123 ADT facilities will be reviewed by July 31, 2016.
- Employment Enhancement Project is now working with Vocational Rehabilitation – Stephanie will send a copy of the statistics
  - VR has asked the Arc chapters to become employment providers
  - The next VR Council meeting is in January. The council is requesting input.
  - Vocational Rehabilitation services were discussed, specifically in regards to their lack of services for individuals who were indeed capable of employment.

- FCCF would like to see VR counselors who are familiar with working with persons with developmental disabilities and understand the capabilities of those individuals, and who are able to actively seek out employers as partners in employment
- FCCF acknowledges that VR counselors work with such a variety of individuals that they are often unable to develop a true understanding of all disabilities

FCCF asked APD to follow up on the lack of continuity of services for children who should be receiving services through Children’s Medical Services. Stephanie Rogers will share a chart with FCCF that breaks down the details of the program and how families are able to receive services. APD’s Tom Rankin will be invited to FCCF’s January meeting to provide an update.

Person-centered planning was discussed. The FCCF feels that the system is more focused on compliance and individual’s needs are not actually being met. There is a culture of compliance-centeredness within the provider network. FCCF would like to see APD encourage a truly person-centered system, which will require more than trainings.

APD Deputy Director of Programs, Denise Arnold, and APD Legislative Affairs Director, Robert Brown, joined by telephone. Mr. Brown shared information about SB393 and other APD policy proposals:

- SB393 “clean up” Proposal – APD has been working closely with Legislative staff. Communication has been added to help the agency, individuals, families, stakeholders and the community. Items no longer in use have been eliminated. House Rep. Paul Renner will be sponsoring the 393 Cleanup Bill. It is in drafting. Senate Children Families and Elders Affairs Committee will be running it as a proposed Committee Bill. Both House and Senate are working together with APD, utilizing input from FCCF and other stakeholders.
- Other APD policy proposals include:
  - Background screening thieves bill – SB628 – can be forwarded to FCCF. Gives providers discount for background screening that other agencies have, reducing it from \$24 to \$8. Proposed to be named in Statute.
  - Involuntary Commitment Bill – Federal Court finding for JR v. APD – Legislation will charge APD to have an Annual Review for all individuals in the Developmental Disabilities Defendant Program (3DP) that are re-integrated into the community and need to be tracked. Commitment reviews for these individuals will be done annually, or more frequently as ordered by the court system.
  - Comprehensive Transitional Education Program Legislation – HB403.7 – has made it through its first Committee (Children and Families) and has been put in to drafting. APD is working with Senate sponsor to include safeguards contained in the agreement with Carlton Palms. Goal is to put it in permanent statute for CTEPs.

The Department of Labor adopted the Home Care Rule extending minimum wage and overtime protection to most home care workers. A copy was provided to the council. Provider service logs are being reviewed to determine if individuals are receiving services as needed. Daily schedules for the entire year are reviewed. Provider effective dates are the date documents were submitted. Providers will have to void, adjust and re-bill, etc. to receive updated rates. Budgets will be increased to accommodate. APD is working directly with providers and including Support Coordinators in the discussion. APD will review again if providers are not satisfied with results.

**V. DELMARVA:** Delmarva Regional Manager, Robyn Tourlakis, joined the FCCF to provide an update and overview of Delmarva’s Person Centered Review and Provider Discovery Review process. She provided a presentation handout and discussed PCR/PDR procedures and statistics.

Four key areas are addressed in the PCR Interview: 1) Person-centered support, 2) Community, 3) Health, 4) Safety

The scope of the PCR interview has been modified so that individual interview doesn't factor into the score for the WSC. Approximately 1400-1800 PCR interviews are completed annually depending on the number of Support Coordinators. 2015 Updates include the addition of person-centered practice scoring and enhanced interview process, removal of the billing grids in the PDR reports per AHCA instruction, and changes to the scope of the person-centered interview. Interested parties will be able to find basic scores in regards to screening/ training/healthy safety issues for providers at [www.fldresources.org](http://www.fldresources.org). When asked if written permission is required for Delmarva to communicate with individuals with developmental disabilities without a guardian or advocate present, Ms. Turlakis informed the FCCF that written permission is not required by the State of Florida for Delmarva to ask individuals questions.

**IV: LEGISLATIVE PLATFORM 2016 VOTE:** Edits were made in the workgroup meeting Friday, November 20, and shared with the FCCF for discussion and approval. Edits were made as follows: the last sentence in 1<sup>st</sup> paragraph 2015 changed to 2016, and the 2<sup>nd</sup> bullet changed from Department of Labor minimum wage law to Home Care Rule. Gilda Pacheco made the motion to accept the platform with edits made. Karen Prewitt seconded. The vote passed without discussion.

**V: LEGISLATIVE CONSORTIUM FOR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES:** Gilda Pacheco made a motion to approve funding for Patty Houghland to attend the Consortium in Pauline Lipps' place on December 9 to exchange legislative platforms with other Florida organizations. Karen Prewitt seconded. The motion passed unopposed.

**VI: CARLTON PALMS UPDATE:** Patty Houghland shared Disability Rights Florida's monitoring of Carlton Palms and information from their quarterly meeting. Carlton Palms is coming into compliance in regards to restraint chairs previously being used. They are now using approved chairs. DRF will continue monitoring. Carlton Palms has reported that they are now unlocking doors that were previously locked, against fire codes. Alarms will be put on the doors and keys will still be needed to gain entry, but not for exiting. They may also have to change food service procedures and begin using their kitchen to teach living skills to clients who reside there, instead using a central kitchen service that outsources meal preparation. Patty shared some of Kathy Snow's literature with Carlton Palms leader who seems to be open to some of Snow's inclusive ideas. Video and audio will need to be saved in accordance with transparency requirements. They are now taking clients.

**VII. COMMUNITY BOOKLETS REPORT:** Creation of the new booklet is still in progress. Pictures must be added. To get a price quote, the number of pages must be finalized. The goal is to fill 10 pages. Profiles that were included in last year's booklet were not included in this year's booklet. Stephanie Rogers will let the FCCF know how much each Area will owe for printing. The plan is to order 1500 copies so that cost per copy is low. Lessons learned from the process will improve for next year/printing. Booklets will be uploaded to the website.

**VIII: FAMILY CAFÉ:** Discussion was held at the work group meeting Friday, November 20 about FCCF presence at the 2016 Family Café. FCCF has been an annual vendor at no cost because of the many families the area FCCs sponsor to attend the Café. There was a misunderstanding this year and that arrangement was not made. FCCF is working toward joining with APD as a presenter and possibly holding a forum. Input is requested from the area FCCs so that FCCF can move forward with the submission request to Family Café by the December due date. FCC13 may take the lead on the presentation or forum.

**IX: COUNCIL INPUT/MISC. INFORMATION**

- Manyone Champavannarath and Nikki Torres shared an upcoming event in Area 14 on December 3, 9am-11am, at the Polk County Emergency Operations Center in the Winter Haven area. Rising Tide Car Wash will be sharing their model of inclusion in employment.
- Nikki Torres of FCC14 spoke about services that the Family Network on Disabilities (FND) and the Parent Support Network (PSN) provide in their area. The FND received a 5-year grant on October 1, 2015 from the US DOE Office of Special Education Programs to (OSEP) to provide parent training for 20 counties in Central Florida. They encourage FCCF members to share this information with families.

There being no further business, the Acting Chair adjourned the meeting at 3:45 PM.

**Respectfully submitted,**

**Laura K. Edmunds,**

**FCCF Secretary**

**The next meeting is January 16, 2015**

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