



**Suzanne Sewell  
President & CEO**

**Shirley Balogh  
Board Chair**

**Shirley Balogh  
RESPECT Oversight Committee Chair**

**Ryland Musick  
RESPECT of Florida, Executive Director**



**RESPECT Oversight Committee Meeting  
March 23, 2016  
1:00 pm-2:00 pm**

**ROC Members:**

Shirley Balogh	Alliance for Independence/Chair
Jon May	Pine Castle
Rich Gilmartin	Lakeview
Tina Philips	Palm Beach Habilitation
Ivan Cosimi	SMA Behavioral
Lee Nasehi	Lighthouse Works
Karen Higgins	PARC
Stephen Bailey	CARC

**Present / via:**

NO  
YES / via phone  
YES / via phone  
NO  
NO  
YES / in person  
YES / in person  
YES / in person

**Guests:**

Carol Collins	SMA Behavioral
David Lin	Palm Beach Habilitation
Jackie Dryden	PARC

**Present / via:**

YES / via phone  
YES / in person  
YES / in person

**FARF/RESPECT:**

Suzanne Sewell	FARF President & CEO
Ryland Musick	RESPECT Executive Director
John McBride	Service Contracts Director
Lisa Felder	Programs Coordinator
Joe Pierini	CFO
Nancy DoVale	Project Manager
Lindsey Boyington	Commodities Director

**Present / via:**

YES / in person  
YES / in person  
YES / in person  
YES / via phone  
YES / in person  
YES / in person  
YES / in person

Key Points Discussed		
No.	Topic	Highlights
I.	Call to Order	The RESPECT Oversight Committee was called to order at 1:00 p.m. by Nasehi in the absence of Chair Balogh.
II.	Roll Call	<p>Roll call was conducted by Boyington. All members of the Committee were present in person, or via phone, except for Shirley Balogh, Tina Philips and Ivan Cosimi. A quorum was announced.</p> <p>Guests in attendance included Jackie Dryden of PARC, David Lin of Palm Beach Habilitation (representing Philips) and Carol Collins of SMA Behavioral (representing Cosimi) were in attendance.</p>
III.	Approval of 8/19/15 Meeting Minutes	<p>Nasehi called for a motion to approve the November 12, 2015, ROC meeting minutes.</p> <p>Bailey motioned to approve and Higgins seconded the motion. The November 12, 2015, meeting minutes were approved.</p>
IV.	Additions to the agenda	Nasehi called for any additions to the agenda. No additions were requested.
V.	Old Business/Action Items	<p>Nasehi called for discussion on any old business.</p> <ul style="list-style-type: none"> <li>• Members discussed the “Marketing Guidelines” document. Gilmartin had the following suggestions for edits to the document: <ul style="list-style-type: none"> <li>▪ Define “Marketing Materials”</li> <li>▪ Concern was noted about printing the wording: “Your business helps employ Floridians with Disabilities” on shipping boxes. RESPECT staff suggested using printed labels instead.</li> <li>▪ Add “RESPECT related” to the phrase “All Employment Center (RESPECT related) marketing materials must be pre-approved in writing by RESPECT management prior to distribution.”</li> </ul> </li> <li>• The second action item from the previous meeting (logistics for an open forum meeting in Orlando) was completed. The Open Forum Meeting occurred immediately before the ROC meeting.</li> </ul>

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No.	Topic	Highlights
VI.	Deemed Status for Program Reviews	<p>Sewell discussed a proposal on deemed status which would allow ECs to be exempted from Program Reviews for one or two years based on excellent compliance results for key metrics.</p> <p>Sewell also noted RESPECT Roundtable participants recommended that desk audits remain in place even if deemed status was granted. Following discussion, ROC members did not approve the concept and agreed that annual Program Reviews should continue.</p>
VII.	CNA Fee	<p>Members were briefed that the CNA fee had been discussed with RESPECT Roundtable participants. Overall, sales are still not adequate to recommend a reduction but the goal continues to be to realize a ½ percent reduction. RESPECT and the ROC will continue to discuss this topic and look at strategies.</p> <p><b>Amendment:</b>  “Future studies of the CNA fee will include a review of a methodology for an alternate fee structure that incentivizes new business development over a certain threshold.”</p> <p>This amendment was approved by ROC members at the May 12, 2016 ROC meeting.</p>
VIII.	Review of Annual Report	<p>Copies of the 2014-2015 RESPECT Annual Report were distributed to ROC Members for review at their convenience. Musick summarized the highlights from the report for the ROC members and answered questions.</p>
IX.	Review of Sales Reports	<p>Pierini presented the sales report for the first quarter of fiscal year 2016 and discussed trends.</p> <p>Pierini reported product sales outperformed budget and prior year numbers, while services sales underperformed budget and prior year numbers for the first quarter.</p> <p>There were no questions or concerns on the sales report, and the report was unanimously received.</p>
X.	Policies and Procedures Updates	<p>Musick reported that DMS has agreed to the proposed Amendment No. 3 to the CNA contract. The amendment is consistent with items discussed at previous ROC meetings and RESPECT is awaiting the final document.</p>

Key Points Discussed		
No.	Topic	Highlights
XI.	Updates on Service Contract Pricing	<p>RESPECT staff John McBride and Lindsey Boyington provided updates on Services and Commodities.</p> <p>ROC Members discussed updates on Service Contract pricing. Sewell and Musick acknowledged the efforts of staff that resulted in Service Contract pricing now being on the MFMP procurement list. The majority of the contract pricing is now on the MFMP list and staff continue to review pricing for the remaining contracts.</p>
XII.	Next Meeting Reminder	<p>The next ROC meeting is scheduled for:</p> <ul style="list-style-type: none"> <li>• Thursday May 12, 2016 10:00 a.m. -12:00 p.m. at the RESPECT office in Tallahassee or by webinar / conference call.</li> </ul>
XIII.	Adjournment	<p>After calling for any more business and none being stated, in the absence of Balogh, Nasehi motion to adjourn the meeting and Bailey seconded.</p> <p>The meeting was adjourned at 1:57 p.m.</p>