



Tyler Sununu
President & CEO

Kevin Johnson
Board Chair

Stephen Bailey
RESPECT Oversight Committee Chair

Dayna Lenk
RESPECT Program Director



RESPECT Oversight Committee Meeting
August 19, 2021
10:00 AM – 10:57 AM

ROC Members:

Stephen Bailey	CARC / Chair	Yes / Via Teams
Amar Patel	Brevard Achievement Center	Yes / Via Teams
Carol Shay	SMA Behavioral Healthcare	Yes / Via Teams
Kyle Johnson	Lighthouse Works	Yes / Via Teams
Xan Smith	GCE	Not Present
John Roper	Arc Emerald Coast	Yes / Via Teams
Steven DeVane	Duvall Homes	Not Present
Karenne Levy	MacDonald Training Center	Yes / Via Teams
Ellyn Drotzer	Lighthouse Broward	Yes / Via Teams

Present / Via:

FARF/RESPECT:

Tyler Sununu	President and CEO	Yes / In Person
Courtney Swilley	Member Services Director	Yes / In Person
Dayna Lenk	Program Director	Yes / In Person
Danielle Owens	Director of Finance & Accounting	Yes / In Person
Rebekah Small	Commodities Manager	Yes / In Person
Dee Belizaire	Program Analyst	Yes / In Person

Present / Via:

Key Points Discussed		
No.	Topic	Highlights

		<ul style="list-style-type: none"> • Notable YTD variances from prior years include drug testing kits which were down \$132,000, gloves were down \$155,000, prophylactics were up \$173,000, mop products were up \$3,000, transponders were down \$409,000, and promotional items were up \$168,000. <p>Service Sales</p> <ul style="list-style-type: none"> • Service sales were up the third quarter ending at \$7.1 million and finishing YTD at \$21.4 million. YTD services were up by 7.7% and up 7.3% over the prior year. • Janitorial continues to be a primary service line at \$17.7 million YTD or 82.7% of total sales (47.6% rest area and 35.1% non-rest area). Call center operations increased in the third quarter with a total of \$2.1 million YTD or 9.6% of sales, followed by litter pickup, which was up from the 2nd quarter and finished YTD at \$1 million or 4.8% of sales. <p>Sales by Customers</p> <ul style="list-style-type: none"> • The largest volume of business remains with state agencies for both services and commodities. State purchases of commodities were at 97.8% of total sales to date or \$4.1 million. In services, DOT contracts made up 61.4% of sales or \$13.2 million, followed by the county of Miami Dade at \$4.3 million or 20.0% of service sales. <p>Sales by Employment Centers</p> <ul style="list-style-type: none"> • In Commodities, Brevard Achievement Center finished the third quarter YTD with \$2.1 million in sales, MacDonald Training Center at \$765,000, and Pine Castle at \$750,000. • In Services, Goodwill of South Florida finished the third quarter YTD at \$4.6 million, followed by SMA at \$2.04 million, Brevard Achievement Center at \$2 million, and Lighthouse Central Florida at \$1.89 million.
VII.	RESPECT Policy & Procedure Update	<p>Lenk provided an update on an upcoming revision to the RESPECT Policy and Procedure manual.</p> <ul style="list-style-type: none"> • RESPECT continues to update the February 2019 version of the RESPECT Policy and Procedure Manual.

	Minimum Wage Update (continued)	<p>RESPECT and FDOT are still working through this issue.</p> <ul style="list-style-type: none">• FDOT has acknowledged that the issue is of importance and will need to be addressed. They were hesitant to initially open up this issue for the contract, but as RESPECT pointed out, we are a unique entity that works by cost recovery and not profit.• FDOT has stated that since RESPECT is unique and unlike their other contracts, they feel like they can address our need without opening pandora's box with all of their other existing contracts, which might also seek adjustments.• The central office is meeting with each FDOT district to provide them with the request and each district to negotiate how it will be handled.• FDOT's Central Office did indicate that they do not intend to pay this in arrears, and it will align with their fiscal year, but it may not occur on September 30th, as many details need to be worked out.• District 2 is the first district central office is meeting with to discuss our request.• Patel asked what districts were impacted and why do we need to address them separately. Lenk responded that contracts negotiated after 11/2020 had the minimum wage taken into consideration, therefore, did not need adjustment. She also stated that each district for FDOT had a different need based on contract length and consequently had to be addressed separately• Shay stated they were seeing difficulties staffing even at the minimum wage and were forced to compete with employers who offered \$15.00. Lenk responded that staffing is a challenge but that the minimum wage issue and staffing, although they go hand in hand, had to be addressed separately with FDOT.• Patel inquired why FDOT was seeking to adjust the need-base yearly? Lenk responded that there is no mechanism in the contract to address this need, so we are following the guidance provided by FDOT.
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IX.	Commodities Update	<p>Small provided the commodities update for activities that occurred since the last meeting.</p> <p>Released Proposal for Assignment</p> <ul style="list-style-type: none"> • Mop Heads and Handles – Awarded to LVIB <p>Discontinued Items</p> <ul style="list-style-type: none"> • Clear Safety Glasses, • Tympanic Probe Covers, and • Dust Mops, as well as various mop heads and handles, as we transition into a different supplier for these products. <p>Commodity Pricing</p> <ul style="list-style-type: none"> • We are continuing to experience price increases in a variety of areas, especially with COVID-related shipping and supply-chain issues. • Manufacturer and shipping cost increases have resulted in some commodity price increase requests to surpass the allowable threshold (no more than 5% above the lowest price available to the State). • These price increases have resulted in some commodities being placed out of stock until manufacturer prices decrease, and we can revisit pricing in the future. • We have had price increases this quarter in prophylactics, sanitizing supplies and accessories, and gloves. These have all been approved by DMS. <p>Program Reviews</p> <ul style="list-style-type: none"> • All program reviews have been completed for commodities as of 6/1/21.
	Commodities Update (continued)	<ul style="list-style-type: none"> • Patel asked how often DMS is updating prices for their other providers and are they using the most current price the item can be purchased for? He also asked does RESPECT have a system in place to deal with the fluctuations? Small responded that DMS updates prices for contracts regularly and that when she provides comparables, she is looking for prices currently available to compare against. She furthered that she updates prices as needed by request of the EC. Small also stated RESPECT

	<p>Adult Project Search (continued)</p>	<p>hiring of one member of the staff and is in the process of a second hire.</p> <ul style="list-style-type: none"> • Each site participated in a Project SEARCH overview training presented by Project SEARCH Co-Founder/Co-Director Susie Rutkowski for 8 consecutive weeks. Beginning August 11th, the same training is being presented to the instructors and trainers and held on consecutive Wednesdays for 8 weeks. In conjunction with this training, Consultant Sue Koziol will be making site visits to each location each week. • Each site and the RESPECT Consultant participated in the virtual, annual Project SEARCH conference in late July. • VR is supporting the Project SEARCH model for the 4 ECs which will allow the participants to qualify for EC through VR and be eligible to then begin participating in VR services at the completion of the internship. This is a huge milestone and will hopefully lead to the Adult Model being opened to other programs after the grant completion. • To be ready for the January 3, 2022 start date, ECs are trying to recruit interns as soon as possible, so they can all go through the VR process. All sites are developing marketing materials and are recruiting interns. Koziol has been reviewing and offering suggestions to all documents before presenting them to the FDDC for approval. Koziol will also be attending as many of the informational/open house meetings as possible. • ECs met with their VR Area leadership and staff that will be assisting with qualifying each intern. ECs will also be including their local VR staff in their Steering Committees. To date, ARC of Martin County has had an initial Steering Committee meeting. These Steering Committee meetings aim to ensure everyone is on the same page and develop strategies for overcoming any obstacles. • In July, Koziol presented an overview of the model to APD's employment staff. Based on that presentation, APD is researching individuals they represent that they feel would fit this project. APD indicated that their records show over 6,000 of their clients are interested in finding employment
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XIV.	Adjournment	After calling for more business and none being stated, Bailey adjourned the meeting at 10:57 AM.