



**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
August 11, 2016
10:00 a.m. - 11:15 a.m.**

ROC Members:

Shirley Balogh
Amar Patel
Ivan Cosimi
Jon May
Karen Higgins
Lee Nasehi
Rich Gilmartin
Stephen Bailey
Tina Philips

Alliance for Independence / Chair
Brevard Achievement Center
SMA Behavioral Healthcare
Pine Castle
PARC
Lighthouse Works
GCE
CARC
Palm Beach Habilitation

Present / via:

YES / via phone
YES / via phone
NOT PRESENT
YES / via phone
YES / via phone
YES / via phone
YES / via phone
YES / via phone
YES / via phone
YES / Via phone

Guests:

Carol Collins

SMA Behavioral Healthcare

Present / via:

YES / via phone

FARF/RESPECT:

Suzanne Sewell
Ryland Musick
John McBride
Lindsey Boyington
Lisa Felder
Joe Pierini

FL ARF President & CEO
RESPECT Executive Director
Service Contracts Director
Procurement and Commodities Director
Programs Coordinator
CFO

Present / via:

YES / in person
YES / in person
YES / in person
NOT Present
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 10:00 a.m. by Balogh.
II.	Roll Call	Roll call was conducted by Felder. All members of the Committee were present via phone except for Ivan Cosimi. A quorum was announced. Guest Carol Collins of SMA Behavioral Healthcare was also in attendance via phone.
III.	Approval of 5/12/16 Meeting Minutes	Balogh called for a motion to approve the May 12, 2016 ROC meeting minutes. Bailey noted text appeared to be missing from the Service Contract report. Balogh asked staff to amend the minutes and forward to all members for review prior to seeking approval. Gilmartin motioned and Nasehi seconded a motion to have staff correct the minutes and send to all ROC members for approval.
IV.	Additions to the agenda	Balogh called for any additions to the agenda. No additions were requested.
V.	Old Business/Action Items	Balogh called for discussion of any old business. <ul style="list-style-type: none"> Felder reported during the May 12 ROC meeting Balogh suggested Employment (ECs) centers be encouraged to “Like” the RESPECT Facebook page. Musick reported an up-tick had been noted. Following the ROC meeting, Boyington emailed all ECs and requested them to “Like” the RESPECT Facebook page.
VI.	RESPECT Overview	Sewell reported the RESPECT program remains stable but sales forecasts indicate the program will not meet its 2% growth goal for the fiscal year. Sewell pointed out: <ul style="list-style-type: none"> Two, one-time revenue receipts are keeping the program at the current spending level. For next fiscal year, RESPECT will need to look at its expenditures and ensure resources are being utilized appropriately. Next year’s growth goal will likely be reduced to 1% to more accurately reflect realistic growth. Staff continue to look at pricing practices to identify ways to make RESPECT pricing more competitive.

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VII.	Sales Report	<p>Pierini gave a review of the RESPECT sales report with the following highlights:</p> <ul style="list-style-type: none"> • As of June 30, 2016, service sales were \$17 million and product sales were \$5.1 million. • These sales numbers are below budget but are on pace with the prior year. • RESPECT projects \$29 million for combined sales for FY 16, which is the same as the prior year. <p>Committee members asked that in the future Pierini provide a written year-to-year comparison report with the information provided in the oral report. Pierini agreed to do so.</p>
VIII.	Commodities Update	<p>Musick provided the following Commodities updates:</p> <p>Requests for Assignments</p> <ul style="list-style-type: none"> • RESPECT continues to process new requests for commodity assignments such as HVAC filters, USB drives, barrier gowns, incontinence products, LED lighting products, and medical and dental supplies. • New approved assignments include soap and sanitizer products and drug testing products. • RESPECT now has access to state purchasing data from MFMP which will assist in studying state agency purchasing habits. <p>Marketing Updates</p> <ul style="list-style-type: none"> • The Commodities Team continues to target new customers and is particularly focusing on the Department of Health and its County units – several meetings have occurred. • Community Colleges and school boards are also being targeted for enhanced sales. • RESPECT added a <i>Respected Partners</i> newsletter. • RESPECT is reaching out to new and existing customers; focusing on coordinating communications with DMS & APD; increasing the <i>Respectfully Yours</i> newsletter open rates; aligning our communications on Facebook with our communications plan; and, amending webpages to make them more visually appealing. • RESPECT is developing capability statements on products and service contract opportunities to assist with marketing.

Key Points Discussed		
No.	Topic	Highlights - Continued
IX.	Communications Plan	<p>Musick shared the RESPECT Draft Communications Plan with members and presented goals to target audience groupings and provide key messaging for each group.</p> <p>The plan also identifies communication vehicles to be used, timelines, and an evaluation process to measure progress toward each goal. Members approved the plan.</p>
X.	Services Update	<p>Service Contracts Manager McBride reported RESPECT has several opportunities under development including:</p> <ul style="list-style-type: none"> • Gainesville Regional Transit janitorial and lawn care estimated at \$150,000. • Turnpike Enterprise – CIMS certified cleaning services only - \$227,000. • FDOT District 3 in Jackson and Washington Counties for primary road mowing - \$282,000 proposal has been submitted. • City of Lynn Haven lawn care at a cemetery - \$24,000. • APD janitorial and lawn care at Hawkins Park in Milton - \$38,000. • Turnpike Enterprises Areas – placement of people with disabilities at concession site service plazas. <p>McBride presented the following new contracts:</p> <ul style="list-style-type: none"> • DCF day porter for five hours per day in Gainesville at \$21,200. • DMA lawn care services at Camp Blanding in Starke, FL and Cecil Field at \$42,500. • APD janitorial and lawn care at Jacksonville office at \$27,700. • Escambia DOH janitorial contract at \$246,000. • City of Tallahassee janitorial services at two generator sites at \$52,700. • DOACS janitorial service at forestry aviation hanger in Tallahassee at \$4,300. • DHSMV janitorial at Lantana substation at \$2,300. <p>RESPECT lost a \$162,000 bus cleaning contract at Tallahassee's Star Metro bus services; FDOT District 1 lawn care for \$9,500; DHSMV janitorial contract in Daytona Beach for \$6,000; and, FWC janitorial contract in Titusville for \$5,400.</p> <p>RESPECT staff will attend a Spartan Training Camp and an ISSA Annual Conference in October.</p>

Key Points Discussed		
No.	Topic	Highlights Continued
XI.	Service Pricing Discussion	<p>Staff provided updates on the Services Pricing Exercise that is in process. Highlights include:</p> <ul style="list-style-type: none"> • Pricing assumptions were reviewed with ROC members. Staff discussed current pricing packages and guidelines and explained how pricing occurs for service contracts. • Perlman reviewed a summary of current Employment Center General and Administrative costs and Contingency costs as a percentage of direct labor and a percentage of the contract. <p>Input was given by members on how to calculate General and Administrative expenses, comments included:</p> <ul style="list-style-type: none"> • General and Administrative costs for a large agency at 8-12% was considered reasonable. • Clarification is needed on what costs should be included in the contingency category and should relate to risk. • Members recommended defining General and Administrative Costs, Overhead and Fees. A definition is needed for defining a “contract audit agency.” <p>Collins commented that not being allowed to count indirect labor for supervisors who are promoted within the program as part of the labor ratios is a concern and should be addressed. All participants agreed.</p> <p>Members commented the pricing exercise is a good one. It should be helpful for pricing which can make RESPECT contract pricing more competitive.</p> <p>Following discussion, formation of a workgroup was suggested and several ROC members volunteered to serve on the workgroup. McBride will coordinate meeting arrangements.</p>
XII.	RESPECT Proposal for Implementing HB 7003	<p>Musick reported RESPECT has been working with GCE and DMS to discuss how RESPECT can be involved in implementing Senator Gardiner’ Unique Abilities bill. The bill requires that state agencies set goals for hiring of people with disabilities.</p> <p>GCE has the capability to assist with plan development or Phase II of the bill which will assist with identifying individuals with disabilities and ensuring that they have the services and supports needed for successful employment outcomes. We are awaiting to hear from DMS as to how RESPECT can be involved with implementation of the bill.</p>

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XIII.	Next Meeting Reminder	<p>Balogh reviewed the next year's ROC meeting dates with committee members which will be as follows:</p> <ul style="list-style-type: none"> • November 10, 2016 • February 9, 2017 • May 11, 2017 • August 10, 2017 <p>All meetings will begin at 10:00 a. m. and are scheduled to end by 12:00 Noon. The meetings will be held at the RESPECT office in Tallahassee via conference call unless otherwise noted since it is the intent to host some of the meetings on site at Employment Centers.</p>
XIV.	Adjournment	<p>After calling for any more business and none being stated, Balogh called for a motion to adjourn the meeting. Nasehi motioned and Patel seconded. The meeting was adjourned at 11:15 a.m.</p>