

INDEPENDENT LIVING SERVICES ADVISORY COUNCIL (ILSAC)

Workgroup Session and Planning Meeting

Monday, May 5, 2025 9:30-12:30

Microsoft Teams: Meeting ID: 288 447 676 056

Passcode: xo6yw2Ew

Please note the following agenda is for reference purposes only. To eliminate unnecessary delays for the public and the council, the Chairs at their discretion may deviate from the published agenda.

AGENDA AND MINUTES

Attendance of current voting members include Adam Briggs, Alison Fulford, Heather DeFrancisco, Margie Dotson, Maria Batitsa, Sara Pham.

Other attendees present: Cara Malave, Melissa Jagger, LaSondra Fortenberry, Melody Kohr, Kyle Johnson, Demarco Mott, John Watson, Regina Watson, Andrea Ziglar, Auburie Simpson, Keri Flynn, Elizabeth Glenn, Venus Motley, Rebecca Men, Elizabeth Shuttle, Crystal Wharton and Kay with the Cali Project.

1. Welcome and Review of April Minutes

- Alison made a motion to approve the minutes, seconded by Adam; minutes approved.

2. Bench Book & EFC Process Flow Chart

- Review draft of EFC process flow chart: Kyle and Maria worked on the flow chart. Klye took the outline from our last meeting and work on the flow chart. The flow chart was reviewed by the group. Discussion on some clarifications on the requirements for the young people.
- Termination/Discharge process flow chart outline. Does everyone agree with the verbiage using EFC “ends”. Discharges based on eligibility, and we can include the discharge process. EFC Termination process brought up by Andrea and thought it might be a good place to start. Maybe we add discussing with the young adult and they can possibly fix it. DCF Regional Review process then.
- Develop plan for writing Bench Book – we are working on the outline but know if our group would write the bench book.

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3. Plan for report writing sessions scheduled June 17-18th

- Lead on report writing sessions. Sara recommends as many as possible be included in the writing session. A well as Maria and Heather, Adam and Alison agree. Melissa is willing to participate, Kay with Cali and asked if they could participate in the report writing; there will be a virtual option as well. Andrea asked Regina was head of report writing last year; what would you need from DCF. Regina asked about responses from last year.; Regina suggest breaking out into groups so the report can come together timelier. Heather suggested get our heading topics determined then we could see who has the expertise for those to be in the group. Who is going to take the responsibility to put the report together/edit and then submit it. Heather asked if we could still use Camelot link again this year, Regina stated it is still active and could be used. Heather volunteered to be the editor. The new participants will need to be added to the channel. Regina, LaShondra, Alison, Adam should be in person. General idea of the workgroups is writing the recommendation. Pull the minutes and take highlights and put them in a memo for them reference. Maybe someone pull up the Code, EFC etc. to reference; anything we used over the last few months, action desk to reference would be helpful. The report includes:
 - i. Recommendations – each group will have one and then a summary of them all.
 - ii. Success/Barriers
 - iii. Purpose & Executive Summary: Sara
 - iv. Education, training, & employment: LaSondra
 - v. Transportation
 - vi. Health & Wellbeing
- What additional data is needed? Andrea will pull together the minutes, review we used, any other reports we might need and will send them out. Melissa stated it might be good to review the IL Report might be helpful, its posted online, January 31, 2025. Who is the IL provider for Central FL, it would be Family Partnerships.

4. Public Comment: Kay from the Cali Project stated they used to be a part of Camelot. A few issues we are having and wanted to see if the committee had any recommendations. Our Executive Director was supposed to be on. Young adult receiving payment. We don't feel like we get all the information we need to assist the young person and plan for them. Andrea offered to schedule a time to meet with them to address their questions.
5. Closing: Meeting ended at 11:28 AM