

Department of Education
Office of Inspector General – Internal Audit
Six-Month Status Report on: Florida Independent Living Council
Report # A-1617-030 Issued: December 11, 2017
Status as of June 11, 2018

Finding	Recommendation(s)	Management Response as of December 11, 2017	Management Response as of June 11, 2018	Anticipated Completion Date & Contact
<p>DVR failed to monitor FILC’s adherence to the agreement.</p>	<p>We recommend DVR monitor adherence to the agreement and review supporting documentation to ensure FILC is meeting the Council’s responsibilities as stated in the agreement.</p> <p>We additionally recommend DVR review expenditures quarterly to ensure payments are made in accordance with agreement terms and state and department requirements for expenditures.</p>	<p>Concur. DVR will develop a review tool to assist in monitoring both VR and FILC’s compliance with contractual and legislative responsibilities. Some of the items included in the tool include, a review of progress on the state plan; a review of the progress on the development of the 2020 SPIL; and a review of the FILC’s collaboration with other disability organizations in Florida.</p> <p>DVR will immediately begin reviewing quarterly expenditures to ensure payments are made in accordance with the agreement, as well as state and department requirements for expenditures.</p>	<p>A review tool (copy attached) has been developed and implemented for monitoring contractual compliance.</p> <p>DVR has begun reviewing quarterly expenditures to ensure payments are made in accordance with the agreement and relevant requirements for expenditures.</p>	<p>Complete</p> <p>Cathy McEachron 245-3274</p>

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<p>FILC failed to coordinate activities with the Florida Rehabilitation Council (FRC) in accordance with agreement terms.</p>	<p>We recommend FILC ensure, and document, coordination of activities with FRC and other councils that address the needs of specific disability populations and issues.</p>	<p>FILC concurs that coordination is not happening; however, it is dependent on the Governor to make joint appointment to both councils. FILC met on December 5, 2017, and adopted the following motion to address this finding. It was decided that a special committee would be formed to develop written policy to support this motion passed by the council. MOTION: Council member or FILC staff will attend FRC meetings until Governor has officially appointed an FRC representative. FILC will cover expenses for travel and report will be made on FRC activities at the regular FILC meeting following the FRC meeting.</p>	<p>Please see attached full council minutes of 2/19/18. Page 7 (Highlighted) MOTION: To recommend Candace Partee as FILC representative to the Florida Rehabilitation Council. (Turner/DeLilla) The vote was unanimous.</p> <p>Ms. Bopp sent letter to Governor's Appointment Office on March 14, 2018 with the Council's recommendation. (See attached letter)</p> <p>Mr. DeLilla has volunteered to be a backup for Ms. Partee when she is unable to attend. Mr. Partee attended the FRC meeting in Jacksonville, January 17-18. Roy Coscrove (FRC Executive Director) has</p>	<p>This finding has been resolved by FILC. FILC will continue to show collaboration with FRC at own expense until Ms. Partee has been officially appointed by Governor's Appointment Office.</p>

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			<p>reported that their Council is pleased to have Ms. Partee as the FILC/FRC liaison. Mr. Cosgrove has also been in touch with the Governor's Appointment Office to encourage expediting the appointment of Ms. Partee.</p> <p>Ms. Partee submitted her application to the Governor's Appointment Office, but has yet to be appointed.</p> <p>FILC will continue to pay travel related expenses until Ms. Partee has been appointed by the Governor.</p> <p>Ms. Partee reported that FRC will meet May 15-16, 2018, August 7-8, 2018 and October 23-24, 2018.</p>	

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<p>FILC failed to effectively monitor, review, and evaluate the implementation of the State Plan for Independent Living (SPIL).</p>	<p>We recommend FILC effectively monitor, review, and evaluate the implementation of the SPIL and develop policies and procedures outlining how that should occur.</p>	<p>Concur; however, this is a challenge when the FILC has no authority over the CILs to assure they follow or report accurately their activities on the SPIL. DVR has obligation to assure CILs are carrying out their contract obligations. FILC met on December 5, 2017, and adopted the following motion to address this finding. It was decided that a special committee would be formed to develop written policy to support this motion passed by the council.</p> <p>FILC SPIL Committee met on November 28, 2017, and will continue to meet on the 4th Tuesday (alternate date in cases of holiday or conflicts in schedule) monthly to review and monitor the SPIL. Minutes will be kept of each meeting. Recommendations to the full</p>	<p>The SPIL Committee met on 11/28/17, 03/06/18, 03/27/18. See minutes.</p> <p>The SPIL Committee developed a SPIL at a Glance for each quarter. All Council members are involved in reviewing sections to determine if the objective has been met. The responses are then calculated on a percentage basis to "rate" the progress. (electronic file attached to email to show example.)</p> <p>At the May full Council meeting, the Council members discussed processes for writing the upcoming SPIL and how to better write the SPIL to review, monitor and</p>	<p>The goal is to have all quarters completed within one month. Four quarters have been completed to date.</p>

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		<p>council will be made on determining quality assurance measures. Training will be developed for the CILs to better complete report forms and will be delivered at the Statewide IL Conference to be held on May 16-17.</p> <p>MOTION: Provide SPIL Committee meeting schedule, produce minutes, determine quality assurance, develop training related to the SPIL and of its reporting in collaboration with Network of Centers to use for training at the Independent Living Conference in May 2018.</p>	<p>evaluate in a measurable way.</p> <p>The FILC and Network of Centers are in the process of scheduling a collaborative SPIL writing meeting for September 6-7, 2018 in Altamonte Springs.</p> <p>Paula McElwee from ILRU has been contacted to facilitate this meeting and assist with writing the SPIL.</p>	
<p>FILC expended funds on behalf of a resigned staff member.</p>	<p>We recommend FILC ensure all expenditures are made in accordance with agreement terms.</p>	<p>Concur. FILC met on December 5, 2017, and adopted the following motion to address this finding. It was decided that a special committee would be formed to develop written policy</p>	<p>The Council and Adhoc Committees are working on strengthening all policies and procedures. The Bylaws have been revised, but have not been voted on.</p>	<p>It will be top priority for the new Executive Director to review and revise all</p>

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		<p>to make clear policies to assure this does not happen in the future.</p> <p>MOTION: We agree with the recommendation and will implement a policy and procedure to correct and will provide said policy and procedure within six months.</p>	<p>The Council has tasked the new Executive Director, Beth Meyer (start date June 11, 2018) with reviewing and revising ALL policies and procedures. Ms. Meyer has extensive experience in writing policy.</p>	<p>policies and procedures of the Council. Anticipated completion should be one to two months following her start date of June 11, 2018.</p>