



Resident Association Council Meeting Minutes
9:00 a.m. January 26, 2024
Freedom Plaza Clubroom

Acting President Bill Turcotte called the meeting to order at 9:00 a.m.

Council members present via roll call: Veanna Cape, Ron Carter, Carolyn Clark, Pam Cummings, Letha Jones, Doug Heym, Carol O'Brien, Al Roberts, Ron Sweet, Bill Turcotte, Kathy Vore, Don Vore, Janet Warren

Excused absence: Alice Aragon, Jeanne Nenarella, Joyce McCutcheon, Nuri Georges, Janis Harris, Chuck Roth, Sue Schuldt.

Proxies: Carol O'Neill for Chuck Roth, Rocky McCutcheon for Joyce McCutcheon, Pearl Birnbaum for Nuri Georges.

The roll call confirmed a quorum.

The December 1, 2023 RAC Council Meeting Minutes were previously approved via email distribution and response by a majority of Council members confirmed by Secretary Warren. Janet Warren moved and Kathy Vore seconded to approve the minutes by present Council members.

A motion to adopt the agenda was carried unanimously.

Acting President's Report: Vice President Bill Turcotte, serving as acting president due to President Sweet's medical leave of absence, called the meeting to order. He announced that the January 26, 2024 RAC General Meeting has been cancelled due to many position changes taking place within the Council. New Council members and officers, to be elected during the February Council Meeting, will be introduced to residents at the March 22, 2024 RAC General Meeting.

President Sweet expressed appreciation for the work of the Council members, who have been active in their observations and reports, cared about what is happening at Freedom Plaza, and have kept, as a priority, the welfare of our residents. He explained that his health challenges made it necessary to take a leave of absence from the presidency.

Secretary's Report: Janet Warren reported statistics related to new resident closings, move-ins and Council members' orientations since September 1, 2022. There have been 68 closings with fifteen not yet moved in. There have been five in-house transfers and three cancellations. Individual Council RAC Representatives have provided new resident orientations to 114 persons (including singles and couples). Tiffany Hernandez sends closing information and biographies and Renee Liles sends move-in information from marketing to the RAC Secretary which is forwarded appropriately to inform individual Council members.

Tiffany, Renee and Director Iris Martin have sent sincere and appreciative commendations from the Freedom Plaza marketing department for the RAC Reps' role in welcoming and assisting new residents to Freedom Plaza for the past two years.

All RAC Committees have submitted minutes or reports for all 12 months of 2023 with 100 percent completion. These have been posted on www.RACRep.org.

Unfinished Business:

Council Elections: Veanna Cape

Veanna Cape, Chair of the Elections Committee reported the results of the elections for RAC Reps. The new RAC Reps for Plaza Building and GVT will be sworn in to office at the February 23, 2024 RAC Council meeting.

Carolyn O'Neill will fill the position for Bill Turcotte on floor 1BC

Harry Hintz will fill the position for Chuck Roth on floor 2DE

Pearl Birnbaum will fill the position for Nuri Georges at GVT Buildings 7 and 8

Ron Wesorick will fill the position for Carolyn Clark at GVT Buildings 9 and 10

Carol O'Brien, Veanna Cape, Letha Jones, Kathy Vore and Janet Warren will be serving another two-year term. A replacement has not been found for Jeanne Nenarella floor 5BC and that position needs to be filled.

Election of the Designated Resident Representative:

At the October Council Meeting, Council members discussed the changes made in FS 651.011 which added definitions for a "designated resident representative" and "residents council" and the directive to elect a designated resident representative (DRR) who would attend budget meetings when called by the provider. The appointed By-Laws Committee, consisting of Joyce McCutcheon, Chair; Ron Carter and Veanna Cape, reported that there did not appear to be a need to change the By-Laws with regard to the first Purpose of RAC which states: "Ensure that both RAC and management are at all times in conformity with Chapter 651 of the Florida Statutes". After much discussion, Al Roberts volunteered and was elected by the Council, to be Chair of an ad-hoc committee to further review the FS 651 directive and report recommendations to the RAC Council. With the permission of the Council, he selected Bill Turcotte, Kathy Vore and Veanna Cape as members of the ad-hoc committee. This committee met during November to produce a draft of RAC By-Laws and Standing Rules changes, sent to be read by Council members before the December 1 Council meeting.

At the December meeting, Kathy Vore read the proposed By-Laws and Standing Rules changes to Council Members. This document was included as an addendum to the December minutes. Discussion points were outlined previously in the December 1 meeting minutes. The DRR ad-hoc committee met during December and January to consider concerns raised by Council members and prepare a second draft, if necessary.

On January 18, 2024 a draft of the by-Laws was sent to Council members that was the same as that for the first reading, because the Committee considered the comments made at the December meeting and recommended no changes being made to the original version. They presented reasons for their decisions.

Changes and Additions to the RAC By-Laws and Standing Rules: Chair Al Roberts

Chair Roberts explained that there has been continuing discussion among representatives of the nine CCRC's and FLICRA at various meetings regarding the role of the Designated Resident Representative. On February 8, two representatives of each CCRC (President of RAC and their DRR) and two senior presidents of Life Care Services. will attend a meeting. He and Bill Turcotte will be attending this meeting.

Chair Roberts provided a second reading of the By-Laws and Standing Rules Changes.
This document is attached to the January 2024 minutes.

Questions were posed to Al Roberts by the Council Members:

*J. Warren: If there is no one from the general residents who accepts the DRR position, can a Council member be the DRR.

Answer: Yes, any resident is eligible.

*R. McCutcheon *How will you inform the residents about the election of a DRR?

Answer: Within a short time, a letter will be sent to the residents explaining the position and ask for volunteers. The entire resident community will be circularized.

*R. Carter: Paragraph 4 of the Standing Rules has changed, so does there need to be a third reading?

Answer: No. Only the By-Laws require a second reading.

R. McCutcheon: *Who does the final selection and screening?

Answer: The Council makes the final selection and the three- member Election Committee does the screening.

R. McCutcheon: Response: That seems limiting.

*P. Birnbaum: It appears that being a DRR would be a full-time job according to the written qualifications.

Answer; It would be important for the DRR to be a "people person" as a representative of the residents, however it is not a full time job.

* J. Warren: Only three persons doing the screening appears limiting. Adding two more persons, the RAC president and a member of the Finance Committee would increase the membership to five—a better number for making decisions. A standard composition of the screening committee could be put in place—three Council members, RAC president and a

representative from the Finance Committee.

Answer; That can be considered by the Council.

J. Warren: As it stands Janis Harris, Veanna Cape, and Bill Turcotte are on the election committee. Adding Al Roberts and Kathy Vore would result in five persons on the screening committee at the present time. Suggestion that in the future, the composition of the screening committee would be stated in the Standing Rules relating to the DRR.

Answer: We can put that in the minutes.

*A. Roberts: There were questions regarding the involvement of Health Peak and Life Care Services in budget decisions. The forthcoming meetings of the CCRC's may clarify that somewhat, but in addition to the budget a very important emphasis for the DRR would be to ensure desired services are provided to residents.

Al Roberts moved and Veanna Cape seconded to adopt the changes in the RAC By-Laws and Standing Rules as presented to the Council. The motion passed with Ron Sweet (on medical leave of absence) and Bill Turcotte (acting president) abstaining. (The president votes only to break a tie).

Information regarding the selection of a DRR for Freedom Plaza will be sent to residents within the month and should be ready for a vote in February.

The next RAC Council Meeting will be February 23, 2024 at 9:00 a.m.

Janet Warren, RAC Secretary

Attachment: January 18 Draft for the By-Laws and Standing Rules changes to delineate the election and role of a Designate Resident Representative for Freedom Plaza.

ByLaws and Standing Rules of the Freedom Plaza Residents Association and Council

BYLAWS. The DRR should be defined under Definitions in the Bylaws.

DEFINITIONS

Designated Resident Representative: The Designated Resident Representative (DRR) shall represent the residents before any meeting of the full governing body of the provider on any matter affecting the annual budget of Freedom Plaza and any proposed changes or increases in resident fees or services.

Amend current Article VIII as follows. Then current Article VIII will become Article IX and current Article IX will become Article X.

ARTICLE VIII (new)—DESIGNATED RESIDENT REPRESENTATIVE

Section 1 The RAC Council shall nominate and elect the Designated Resident Representative (DRR). The DRR does not have to be a current member of the RAC council; however, such individual must be a resident. It is expected that a DRR candidate will have demonstrable education and/or experience in financial management and budgeting for significant business or not-for-profit entities.

Section 2 The DRR shall serve a two- year term, such term to run concurrently with the terms of RAC officers. The DRR may serve additional terms at the pleasure of the Council. If an elected DRR becomes unable to serve, the RAC Council shall elect a replacement DRR for the time remaining in the term.

STANDING RULES

Need to add under A. PURPOSE AND INTRODUCTION as follows:

10. The Bylaws (8.1) provide for the election of a Designated Resident Representative (DRR).

Add Section H. to provide a detailed procedure to elect a DRR.

H. DESIGNATED RESIDENT REPRESENTATIVE (DRR).

1. The Election Committee shall circularize the entire Independent Living residency requesting that individuals interested in being considered for the DRR position submit a statement of their qualifications, as set forth in Section 1 of Article VIII of the Bylaws. The Election Committee will identify qualified candidates and submit their names to the Council. The Council will vote on these candidates at its February meeting. The candidate receiving the greatest number of votes will be elected. In case of a tie, there shall immediately be a runoff election. Runoffs will continue until a candidate is elected.
2. The DRR shall be notified by a representative of the provider at least 14 days in advance of any meeting of the full governing body at which the annual budget and proposed changes or increases in resident fees or services are on the agenda or will be discussed. The DRR shall be invited to attend and participate in that portion of such meeting designated for the discussion of such matters.

3. For this purpose, the provider shall be the owner or the manager of Freedom Plaza, and the meetings of the full governing body shall be meetings of any group of the senior officers of the provider authorized to make final decisions affecting the annual budget of Freedom Plaza and any proposed changes or increases in resident fees or services.

4. The duties of the DRR shall include, but not necessarily be limited to:
 - Attendance at all provider meetings when the annual budget and/or proposed changes or increases in resident fees or services are on the agenda and will be discussed.
 - Monitor changes in services offered to residents
 - Receive and review monthly financial statements, quarterly and annual reports filed with OIR, and annual audited financial statements.
 - Regular attendance at RAC Council meetings.
 - Quarterly reporting to RAC Council on DRR activities.
 - Attendance and reporting, as appropriate, at RAC General Meetings.
 - Quarterly, or more frequent, attendance at Finance Committee meetings.
 - Occasional attendance at other RAC Committee meetings.
 - Occasional attendance at FLiCRA meetings.
 - Meeting, as appropriate, with Executive Director and Departmental Directors.