

Area 2 Steering Committee Minutes

Date: October 15, 2007, 10:00am-12:00pm CST

Location: Marianna APD conference room

Attendees: Mavis Smith
Lou Ogburn
Ronald Baxley
Jim Wells
Martha Coley
Lynne Daw (non-voting member)

Absent: Blake Little
Floyd Booth (non-voting member)
Nilda Barreto (non-voting member)

Call to order:

The meeting was called to order at 10:24am CST by Mavis Smith, Area 2 Steering Committee Chairperson.

Introductions:

There were no new members or guests to introduce

Approval of Minutes:

The minutes for the September 11, 2007 Steering Committee had been sent out to committee members via email for requested corrections. Lou Ogburn and Mavis Smith sent corrections to be made. Because minutes were not available reflecting these corrections, Mavis Smith asked for a motion that the approval of the minutes be tabled until the next meeting. Jim Wells made the motion which was seconded by Lou Ogburn. The motion was passed.

Mavis Smith asked for feedback from the committee regarding the style in which the minutes should be recorded. It was the consensus of the group that business style should be used by indicating the first and last name when referencing the committee members and guests.

Old Business

Amendment of By-Laws:

The revisions of the By-Laws had been sent to committee members prior to the meeting. Each member was provided with an opportunity to recommend corrections. These changes were reflected in the edited copy of the By-Laws provided to all members.

The committee members again reviewed the edited copy at the meeting. Jim Wells made a motion that the By-Laws be approved as written motion was seconded by Lou Ogburn. The motion passed. Nilda Barreto will be instructed to remove edits from the document and send out to all Committee members.

Distribution of Mission Statement:

The previously approved mission statement had been sent out electronically to committee members prior to the meeting. Mavis Smith confirmed each person had a copy of the approved mission statement.

Other Old Business:

There was no other old business to discuss.

New Business

Election of New Members:

Mavis Smith brought forward the name of Cynthia Holley for consideration as a member of the Steering Committee. Mavis Smith has known Cynthia Holley for many years and reported that she now works at the I-10 Rest Area in Jackson County as a park attendant. Cynthia Holley is in supported living arrangements and is quite capable of meeting the requirements as a member. Cynthia Holley has submitted her application to Nilda Barreto. Mavis Smith told the committee that Cynthia Holley has adequate transportation for meetings held in Marianna and Mavis Smith has agreed to provide transportation for meetings outside of Marianna. Jim Wells made a motion that Cynthia Holley be approved for membership and Lou Ogburn seconded. The motion passed. Cynthia Holley will be invited to the next committee meeting.

Mavis Smith reported that she had also spoken with Ms. Etta Aldridge, another person being brought before the committee for consideration of membership. Mavis Smith stated that she does not know Etta Aldridge personally but did call her to ascertain her interest in becoming a committee member. Etta Aldridge has an adult child who receives APD services. Because Etta Aldridge has not yet submitted her application for membership, the consideration for membership will be tabled until the application has been received and reviewed.

The By-Laws were reviewed to determine additional vacancies needing to be filled. Martha Coley reported that she has a self-advocate on staff at her ADT program who had expressed interest in applying as a committee member. Mavis Smith had confirmed with Nilda Barreto that the application had been mailed to this person. As Nilda Barreto could not attend today's meeting, the committee did not know if this application has been returned to the APD office for review. A decision on this person's application will be pended until such time that the application has been submitted and reviewed.

The committee discussed the need to find a parent of a child receiving APD services, a Family Care Council member and an additional support coordinator as committee members. Mavis Smith suggested that Janet Graham might be someone to consider. Lynne Daw confirmed that she had spoken with Janet Graham and she had indicated an interest in being a part of the committee. Mavis Smith asked Lynne Daw that an application be sent to Janet Graham. Janet Graham is a member of the Area 2 Family Care Council and has a child who receives APD services.

Possible support coordinator names were also discussed for committee membership. It was the consensus of the committee that since the current support coordinator on the committee is affiliated with an Agency, the other support coordinator considered for membership should be a solo support coordinator. Martha Coley suggested some names of solo support coordinators she knew. Mavis Smith asked that APD send a letter out to solo support coordinators to determine his/her potential interest in becoming a committee member.

Update on Project:

Mavis Smith asked Lynne Daw to provide the rest of the committee members with a report of the recent lunch meeting some steering committee members had with Family Care Council members.

Lynne Daw reminded the committee members that in the September meeting, the consensus of the group was that the selected project was to provide training for family members and self-advocates on Medicaid Waiver services, focusing on the definition and expectations of services, as well as strategies for reviewing services to ensure that are provided as authorized. Lynne Daw reported that Mavis Smith, Lou Ogburn and Lynne Daw met with Janet Graham and Nan Whitfield from the Area 2 Family Care Council to present the project proposal and to determine if the Family Care Council was interested in joining the Steering Committee in offering this training. At the lunch meeting, both FCC members agreed that this project seemed worthwhile and committed Family Care Council as joint partners in this venture. Lynne Daw stated that education of family and self-advocates is one of the goals of the Family Care Council and their budget could also be used to fund the expenses of implementing this project.

Project Planning and Discussion:

Mavis Smith suggested that the committee spend the remainder of the meeting time planning the training sessions as well as discussing the content of the training. After discussion, the group agreed that there would be four sessions held – one in Marianna, one in Panama City, one in Quincy and one in Tallahassee. Possible meeting sites for each location were as follows: For Jackson County – the Hudnall Building at Jackson County Hospital, the 1st Assembly of God Church, the Agriculture Center, the cafeteria at Jackson County ARC. The Jackson County meeting would target families and self-advocates from Jackson, Washington, Holmes and Calhoun Counties. The Bay County possible meeting sites were: Gulf Coast Community College, FSU/Panama City, AHCA Building, and St. Andrew Bay Center. The Bay County meeting would target family

members and self-advocates from Bay, Gulf and Franklin counties. The Gadsden County possible meeting locations were the University of Florida Research Center and Gadsden ARC. This meeting would target those from Gadsden and Liberty Counties. The Leon County possible meeting sites identified were; The AHCA Building, Betty Easley Center at Southwood, Mary Brogan Museum, Doyle Conner Agriculture Building, Adult and Community Education Building or Tallahassee Community College. This meeting would target families from Leon, Jefferson, Madison, Taylor and Wakulla counties. The committee then discussed possible dates and times the training should be held. It was determined that most families would be more likely to attend if the meetings were held in the early evening and if light refreshments were provided. After much discussion the decision was to schedule the training on January 22, January 24, January 29 and January 31, 2008 from 5:30pm – 8:00pm for each session. Martha Coley agreed to host the Gadsden Count meeting at her program. Lynne Daw also reported that in the past, the Family Care Council has entered into agreements with local providers to handle the registration, mail outs, provide staff support for the events and to act as hosts. St Andrew Bay Center in Panama City, Leon ARC in Tallahassee, JCARC in Marianna and GARC in Quincy were identified as possible hosts. APD staff will talk with the Family Care Council and the ARC's about this possibility.

Mavis Smith asked about how we would notify individuals and families. Ideas to promote the events included contacting support coordinators and asking them to discuss with families and self-advocates in ongoing conversations, asking providers to post in their agency newsletters, posting on the APD website, posting on provider websites, taking flyers to the local schools for distribution. Lynne Daw offered to do a mail out from the Area 2 office to all self-advocates and families about the training sessions. Jim Wells agreed to contact local media to see if they would be willing to advertise the event for free. Mavis Smith stated that some newspapers will publish events on their community calendars at no charge.

In discussion of the content of the training, the committee decided to provide an overview of the Developmental Disabilities waiver and the Family and Supported Living waiver, provide updated information on the current changes in the waiver services and to focus on eleven (11) Medicaid waiver services which are most frequently provided. This overview will include a description of the services from the Coverage and Limitations Handbook, the service limitations and examples of activities provided through the service. The services to be defined are: personal care assistance, companion, respite, non-residential support services, in-home supports, supported living coaching, adult day training, supported employment, support coordination (including limited support coordination), residential habilitation and transportation. Lynne Daw will present this particular portion of the training sessions as the committee felt that APD staff would be in a better position to know the current status of service changes.

In addition to the recap of services, the session will also include an overview of the monthly Medicaid summary of benefits and provide strategies self-advocates and families can use toward monitoring services. Martha Coley stated it was important that everyone

understand that reporting concerns about services not being provided as authorized can be investigated without revealing the source of the complaint. Lynne Daw stated that she felt the committee members would be more appropriate to present this part of the training as they offer a unique perspective from their roles as family members, Medicaid waiver providers and self-advocates. The committee agreed to be a part of the agenda as a panel to provide their perspective on the importance of quality service delivery.

Other New Business:

There was no other new business to discuss.

Adjournment

Jim Wells made a motion to adjourn the meeting at 12:00 PM CST, seconded by Lou Ogburn.

The next meeting is scheduled for November 13th from 10:00am – 12:00pm ET at the APD office on Phillips Road in Tallahassee.

Minutes approved: _____

Date: _____