

**Area 2 Steering Committee Minutes
(Draft)**

Date: November 19, 2007, 10:17- 12:00pm EST

Location: Tallahassee APD Conference Room

Attendees: Mavis Smith
Lou Ogburn
Ronald Baxley
Jim Wells
Martha Coley
Lynne Daw (non-voting member)
Blake Little
Floyd Booth (non-voting member)
Nilda Barreto (non-voting member)

Call to order:

The meeting was called to order at 10:17am EDT by Mavis Smith, Area 2 Steering Committee Chairperson.

Introductions:

Ms. Cynthia Holley was introduced as a new member.

Approval of Minutes:

The minutes of the meeting on September 11, 2007 were approved with a motion by Jim Wells, seconded by Lou Ogburn with one change – the spelling of the word “e-mail.”

The minutes of the meeting October 15, 2007 were approved with a motion by Lou Ogburn, seconded by Jim Well with the correction of the time of adjournment which was 12 noon CST rather than EST.

Lou Ogburn will keep copies of all signed minutes in a book.

Old Business

The by laws were distributed... They were previously approved but additional changes were made. There was a motion to approve the changes to the by-laws by Martha Coley, seconded by Blake Little. The motion passed.

Other Old Business

None.

New Business:

Martha Coley presented Mr. Randy Wilson's application for membership. After discussion the motion to accept was made by Martha Coley, seconded by Lou Ogburn. Motion passed. Martha Coley will provide transportation...

An application for membership will be sent to Support Coordinators Alisha Burns, Linder Carroll and, Lorraine Bruce. An application will also be sent to Janet Graham with Family Care Council.

Mavis Smith provided everyone with an e-mail address to contact Cynthia Holley through her SLC, Katrena Faye Johnson.

Update on Project:

1. Locations of Meetings: Nilda Barreto presented a draft showing the four locations and dates for the training. (Copy Attached) Committee Members agreed with the dates and times as presented.

2. St. Andrews Bay (ARC), Jackson ARC, Gadsden ARC and Leon ARC will be sent contracts for hosting the events. They will be responsible for the registration and copying material for handouts. Lynn Daw stated that the main handout would be a "cheat sheet" of services with definitions and limitations. The hosting agencies will be asked to provide light refreshments.

3. The Family Care Council will fund the cost of the contracts as well as \$200.00 for the cost of renting the meeting room at Tallahassee Community College.

4. Nilda Barreto will arrange for the APD central office to prepare labels and mail invitations to all Area 2 Consumers receiving services as of January 1, 2008.

5. Newspaper articles were also discussed as a mode of getting the word out about the training sessions. The following members agreed to contact the newspapers: Mavis Smith – Jackson and Washington County newspapers; Martha Coley – Gadsden County paper; and, Jim Wells – The Tallahassee Democrat. Jan Pearce will be asked to contact the Panama City News Herald.

6. Nilda Barreto presented a draft of the training agenda. The caption used for the training is "Getting to Know Your Service Delivery System." Ten services were listed as focal points for the training. Blake Little stated that NRSS should be discussed due to the elimination of this service. It was agreed that this would be added under "Service Changes."

7. Other recommendations and changes to the draft agenda were:

- A power point presentation will be utilized.
- The budget deficit needs to be briefly discussed.

- Include a brief explanation of the Tier Assessments and the tool that will be used.
- Monthly Summaries of Benefits need to be included in the training. Blake Little was asked to present this section of the training.
- All committee members were asked to participate in a panel that will discuss the monitoring of services provided. They can share from their experiences as recipients of services, parents and providers.
- Lynn Daw asked Mavis Smith to give a brief overview of the purpose of the Steering Committee at the beginning of the training sessions.
- Recommended that a flipchart be used to record questions from the audience. Written responses to the questions will be mailed.

Other New Business

It was decided that the Committee will need to meet again in both December and January. Next meeting will be December 13, 2007 in Marianna 10-12 CST.

The January meeting will be January 8, 10-12 EST in Tallahassee.

Adjournment

Jim Wells made a motion to adjourn the meeting at 11: 51 am EST, seconded by Lou Ogburn.

Approved by: _____

Date: _____