

## Area 2 Steering Committee Minutes

**Date:** December 13, 2007 (10 AM -12 Noon CST)

**Location:** **Marianna APD Conference Room**

**Attendees:** Mavis Smith  
Lou Ogburn  
Jim Wells  
Blake Little  
Floyd Booth (non-voting member)  
Nilda Barreto (non-voting member)  
Judy Stanton, Jackson Co.ARC (Visitor)  
Cathy Howell, St.Andrews Bay Center (Visitor)

### **Call to order:**

The meeting was called to order at 10:14am CST by Mavis Smith, Area 2 Steering Committee Chairperson.

### **Introductions:**

Ms. Judy Stanton and Ms. Cathy Howell were introduced as visitors.

### **Approval of Minutes:**

The minutes of the meeting on November 20, 2007 were approved with a motion by Jim Wells, seconded by Lou Ogburn with two changes - Wells has an "s" on the end and the date of the meeting was November 20, 2007. The motion passed.

### **Old Business**

None

### **Other Old Business**

None.

### **New Business:**

One change was made to the agenda- the word elimination was added and now reads Elimination and Service Changes. Mavis Smith said the agenda was now complete.

Mavis Smith asked about introductions at the training since Janet Graham and maybe NanWhitfield will be present. Nilda would like the introductions e-mailed to her ahead of time so they can be part of the handout.

### **Update on Project:**

1. Nilda Barreto handed out the Service Agreement for contracted services. Note that the ending date of February 8, 2007 will allow evaluations to be collected and studied.
2. It was suggested that the registration form should show capacity of the facilities.
3. The agenda will be handed out at the sign in table. The description of services and maybe the Power Point Presentation will be handed out afterwards.
4. The Service Agreement deadline will be changed to January 15 on the Registration Form.
5. Each session will be 2 ½ hours. It is not necessary to specify the time change.
6. Mailing addresses and a fax number will be added to the Registration Form.
7. Mail outs will be sent by the 20<sup>th</sup> of December.
8. The registration form will include directions.
9. Mavis Smith encouraged Cathy Howell and Judy Stanton to contact their newspapers and put an article in their local newsletter. They could also put a notice in the client's Christmas card. Everyone is allowed to prepare a flyer to send home with clients.
10. Mavis Smith mentioned it would be worth trying to get transportation –maybe a special grant. Gulf County is targeted with Bay County.
11. With corrections, the Service Contract and Registration forms are ok.
12. Mavis Smith will do the welcome. Lynne Daw will do the bulk of the program and assessment tiers. Blake Little will talk about the distinction between full and limited support coordination. Blake Little will talk about how to track service delivery.
13. The head table will have 6 – 10 chairs.

### **Other New Business**

It was announced that Cynthia Holley has resigned from the committee.

Applications have been sent to Lorraine Bruce, Jamie Bryce and Janet Graham.

There may not be a February meeting.

This committee needs one more parent and one more Support Coordinator.

The January meeting will be, Tuesday, January 15, 2008, 10-12 EST in Tallahassee. It will be held in Building A, 2<sup>nd</sup> floor of Cedar's Executive Center, 2639 N. Monroe St.

**Adjournment**

Jim Wells made a motion to adjourn the meeting at 12: 25 am CST, seconded by Blake Little.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_