

Area 2 Steering Committee Minutes

Date: July 24, 2007, 10 AM – 12:30 PM EDT
Location: Phillips Road Conference Room
Attendees: Mavis Smith
Lou Ougburn
Ronald Baxley
Blake Little
Jim Wells
Martha Coley
Floyd Booth (non-voting member)
Nilda Barreto (non-voting member)
Absent: Lynne Daw (non-voting member)

Call to order:

Call to order at 10:15 AM by Mavis Smith, Steering Committee Chairperson appointed by the Area 2 APD office.

Introductions:

Introduction and brief description of the background history of each member of the committee in the field of developmental disabilities. Identification of voting and non-voting members.

Discussion:

Creation of Steering Committees and the Real Choice Systems Grant:

Ms. Smith explained how she was approached by the Area 2 APD office to chair the Steering Committee. Ms. Barreto explained the origins of the Steering Committee as a result of the Real Choice Systems Grant by the Center for Medicare and Medicaid Services. A description of the purpose and intent of the grant was presented by Ms. Barreto along with the duties, responsibilities and limitations of the Steering Committee.

Election of Officers:

Nominations for the positions of vice-chairperson and secretary were presented; members did not present objections to nominees. Members elected Blake Little as the co-chairperson, and Lou Ougburn as the secretary.

Mission Statement:

Members of the committee were presented with 3 samples of mission statements after discussing the purpose, and importance, of selecting a mission statement. Upon revision of the three mission statements the members of the committee proposed the following as the Area 2 Steering Committee mission statement:

The Area 2 Steering Committee will provide the Agency for Persons with

Disabilities with recommended practices and training, based upon data, to enhance service delivery to persons with developmental disabilities.

Proposed By-Laws:

Mavis Smith presented the members of the committee with proposed By-Laws based on the terms of the Real Systems Choice Grant by the Center for Medicare and Medicaid Services.

The discussion of the By-Laws focused on the following:

- Article 1 Name and Purpose – members agreed on amending the last two statement of section 2. Please, refer to By-Laws attachment.

- Article II Membership – it was discussed and determined that the steering committee still needs to recruit the following: 1 person receiving services, 2 legal guardians or family members, 1 family care Council representative, 1 Independent Support Coordinator preferably from 2A, other waiver providers preferably solo ones. Membership referrals are to be made to Nilda Barreto who will present them to the Steering Committee for their consideration.

- Article III Meeting Guidelines – discussed and members decided to amend the subsection describing the position of vice-chairperson and secretary. Members amended section 2 under this article. Please refer to attachment.

Chairperson proposed to continue discussion of the By-Laws during the next meeting due to time constraints. Members accepted the proposal and moved on to the next topic.

Proposed Projects:

Chairperson initiated discussion by presenting the committee with a list of projects that she thought would fit within the description of the functions of the Steering Committee. Members discussed the projects and requested feedback from APD representatives on the appropriateness of the proposed projects.

Blake Little proposed to work on a project focused on educating consumers and family members on understanding services, the service delivery process and service changes. Members discussed this project and requested feedback from APD representatives. Floyd Booth expressed disagreement with the project because, in his opinion, it did not focus on quality of services. Nilda Barreto agreed with the project because, in her opinion, family members can assist with quality of service delivery if they understand what providers are supposed to be doing resulting perhaps in higher level of communication with local office when service delivery is non-compliant. After receiving feedback from APD representatives members of the committee asked Nilda Barreto to discuss the project with Area 2 Administrator, Lynne Daw.

Next Meeting:

Date: *September 11, 2007*
Time: *10 AM – 12 PM EDT*
Location: *Phillips Road Conference Room*