

## Area 2 Steering Committee Minutes

**Date:** September 11, 2007, 10 AM – 12:00 PM EDT  
**Location:** Phillips Road Conference Room  
**Attendees:** Mavis Smith  
Lou Ogburn  
Ronald Baxley  
Jim Wells  
Martha Coley  
Floyd Booth (non-voting member, via telephone)  
Nilda Barreto (non-voting member)  
Lynne Daw (non-voting member)  
**Absent:** Blake Little

### **Call to order:**

Call to order at 10:09 EDT by Mavis Smith, Area 2 Steering Committee Chairperson.(.)

### **Introductions:**

Mavis Smith introduced Lynne Daw, Area 2 Administrator, to members of the committee.

### ***Approval of Minutes:***

The minutes for July 24, 2007 were approved with the following correction: the spelling of Lou's last name from Ougburn to Ogburn.

### ***Old Business:***

Amendments to the By-Laws discussed during the last meeting required several changes. Changes will be completed by Nilda Barreto and presented to the committee for their consideration. See attachment 1

Mavis Smith and Jim Wells requested that the Steering Committee's Mission Statement be recorded on a separate document. See attachment 2.

### **New Business:**

#### ***-Proposed By-Laws:***

Members of the Steering Committee discussed changes to articles 4-6 of the By-Laws. Article 6 was deleted.

***-Membership:***

Nilda Barreto stated that Tiffany Solomon declined invitation to participate in the Steering Committee due to health reasons.

Mavis Smith recommended two membership candidates to the committee. One is a self advocate who is currently receiving services from APD and the other is the parent of a person receiving services. Lynne Daw stated that it would be good to have the parent of a minor child, perhaps from the Down Syndrome Association, as a member.

Martha Coley recommended a self-advocate with developmental disabilities who is not receiving services from APD.

Nilda Barreto will send application packets and information to all nominees.

***-Proposed Projects:***

Lynne Daw explained to the members of the committee that since we have a fraud initiative it would be beneficial to broaden the scope of the project to include education on reading the Medicaid Summary and how to track service delivery. Lynne Daw stated that families need to learn that when service claims are re-submitted that the corrections will be shown on the following statement.

The education should include an understanding of how services are rolled into the providers' duties. Parents sometimes have expectations that are not realistic. The education should give the message that services are available but people served must be fiscally responsible citizens. Parents need to know what they can expect from a provider and what the service limitations are. People serve/parents need to learn that services are not delivered via telephone conversations.

Mavis Smith asked Lynne Daw if it is OK to go ahead with the project. Lynne Daw said that this project is absolutely needed. Lynne Daw stated that she will contact the Family Care Council to set up a meeting between the FCC and the members of the Steering Committee. The purpose of the meeting is to inform the Family Care Council about the project the Steering Committee members wants to take on and to invite the FCC to be part of the project. Mavis Smith stated she wants action to be taken and that she is available for the next Family Care Council meeting.

Mavis Smith asked Ronald Baxley to create a list of written questions that could be addressed through the educational project the committee wants to implement.

Jim Wells asked if there was another Family Care Council in 2A. Lynne Daw explained the Family Care Council in Tallahassee covers the entire area 2.

Ronald Baxley notified everyone of his personal email address and stated when he receives email; Myrtle Kent is to be copied.

***-Other business:***

1. Lynne Daw will schedule Steering Committee meeting with Family Care Council.
2. Increase ad-hoc committee to have other members from other organizations.
3. Invite someone from AHCA for assistance with the handbook during organization of educational project.
4. Notify central office of the project.
5. Send Project Proposal document to members of the committee. (attachment 4)
6. Prepare members contact list. (attachment 3)

**Next Meeting:**

**Date:** *October 16, 2007\**  
**Time:** *10 AM – 12 PM CDT*  
**Location:** *APD Office in Marianna*

Adjourn 12 PM EDT.

Minutes approved: \_\_\_\_\_

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

\* This meeting was re-scheduled to October 15, 2007 from 10 AM – 12 PM CDT, at the APD Marianna Office.