

## Area 2 Steering Committee Minutes

**Date:** January 14, 2008

**Location:** Tallahassee APD Conference Room

**Attendees:** Mavis Smith  
Lou Ogburn  
Jim Wells  
Blake Little  
Martha Coley  
Randy Wilson  
Lynne Daw (non-voting member)  
Floyd Booth (non-voting member)  
Nilda Barreto (non-voting member)  
Ronda Reed, Gadsden Co ARC (Visitor)  
*By Phone Connection:*  
Judy Stanton, Jackson Co.ARC (Visitor)  
Francis Henderson, Jackson Co. ARC (Visitor)

**Absent:** Ronald Baxley

### **Call to order:**

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

### **Introductions:**

Randy Wilson was introduced as a new member. Ronda Reed was introduced as a visitor.

### **Approval of Minutes:**

The minutes of the meeting on December 13, 2007 were approved with a motion by Lou Ogburn, seconded by Jim Wells. There was one correction – it is Jamie Price, not Bryce. The motion passed.

### **Old Business**

All facets of the upcoming training were reviewed. There was discussion about activating a telephone contact to increase attendance.

- Jackson Co. ARC (Marianna) reported 21 registered
- St. Andrews Bay Center (Panama City) – maybe 15
- Gadsden Co. ARC (Quincy) – 45 consumers and family
- Tallahassee – 25 confirmed

The group then reviewed the procedures for the training and made changes to the agenda.

1. The Welcome Address as printed is ok. APD to be introduced along with any FCC members.
2. There is to be one handout. The legal size sheet for APD is not a handout.
3. Put effective date under limitations
4. Put headers on each page
5. Move assessments and tiers and changes and eliminations to overview and do bullets.
6. Under “Tracking Services” add bullet for Documentations.
7. Rooms are all set up the same – no tables for audience. Food is to be out by 5 p.m.
8. Housekeeping details should go at end of introduction.
9. Sign in sheets will be at each training.
10. Surveys will be handed out at the break. The break will be 15 minutes at the end of the Service Delivery Expectations.
11. The Panel discussion (Martha Coley, Lou Ogburn, Mavis Smith and Jim Wells) will be at the end and will consist of personal experiences in tracking and reporting.

Nilda will begin working on the changes to day and will e-mail power point presentation to members prior to the first training.

#### **Other Old Business**

None.

#### **New Business:**

Janet Graham’s application for membership was approved with a motion by Lou Ogburn, seconded by Jim Wells. She fills the slot of a mother of a young child. She previously was chairman of the Family Care Council for 2 terms and will be eligible for reappointment to that group in March of 2008. She is very involved in the receipt of services.

**Other New Business**

The committee still needs another waiver support coordinator. Floyd Booth will contact Mike Pierce, Mavis Smith suggested Jim Howard and Blake Little agreed to contact Tim Herring. Nilda Barreto will send applications to the above three Waiver Support Coordinators.

Mavis Smith said that the committee needed to be thinking about another project after the training sessions. She suggested Supported Employment or Transportation as possibilities. Nilda would like to see the work of the first committee continued since it was not finished and that topic is Health Issues for our clients.

The date for the next meeting was set for Thursday, March 13<sup>th</sup>, 2008, 10-12 CST at the APD office in Marianna.

**Adjournment**

Martha Coley made a motion to adjourn the meeting at 11:55 am EST, seconded by Blake Little.

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

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