

## Suncoast Region Steering Committee

**Mission:** *To promote continuous improvement of the Suncoast Region’s service systems by providing recommendations and guidance thereby encouraging effective, quality services that support individuals with development disabilities.*

**Meeting Date:** [February 10, 2014](#)  
 Time: 10:00a- 12:00pm  
 APD- St. Pete Office

Next Meeting: **March 10, 2014**  
 Time: 10:00am-12:00pm  
 APD- Tampa Office  
 1313 Tampa Street  
 Tampa, Florida 33706

<b>MEETING CALLED BY</b>	<b>William “Bill” Rambaum, Chairman</b>
<b>FACILITATOR(S)</b>	Bill Rambaum, Chairman
<b>NOTE TAKERS</b>	Janis Alberti
<b>TIMEKEEPER</b>	Bill Rambaum
<b>IN PERSON ATTENDEES:</b>	<ul style="list-style-type: none"> <li>❖ <b>William “Bill” Rambaum, Chairman</b></li> <li>❖ Marcia DiGrazia, AQL Liaison</li> <li>❖ Betty Beauchaine, FCC/Member</li> <li>❖ Janis Alberti, Provider/Member</li> <li>❖ Ann Graybeal, Parent/Member</li> <li>❖ Dane Jones, Provider/Member</li> <li>❖ Gary Hartfield, Provider Member</li> <li>❖ Gary Goodwin, WSC/Member</li> <li>❖ Kym Mason, Provider/Member</li> <li>❖ Michelle Tolini, APD-Division Director</li> <li>❖ Shanita Richardson, Enrolling WSC/Member</li> </ul>
<b>TELECONFERENCE ATTENDEES:</b>	<ul style="list-style-type: none"> <li>❖ Rebecca Vasey, Consumer/Member</li> <li>❖ Thomas Nurse, Parent/Co-Chairman</li> </ul>
<b>MEMBERS ABSENT:</b>	<ul style="list-style-type: none"> <li>❖ Patty Rendon, WSC/Member</li> <li>❖ Mary Fuller, PHD/Member</li> <li>❖ Shaqounna Fowler, Consumer/Member</li> </ul>
<b>CALL TO ORDER REVIEW OF MINUTES</b>	<p>Meeting was called to order at 10:00 am by <b>Bill Rambaum</b></p> <ul style="list-style-type: none"> <li>✓ Minutes were reviewed and adopted with two noted corrections.</li> </ul> <p style="padding-left: 20px;">Corrections:</p> <p style="padding-left: 20px;"><b>Page 1-Item 2d</b>- 2<sup>nd</sup> Sentence should read:          “Group homes are not reviewed by their liaison to provide a more <b>objective</b> view”</p> <p style="padding-left: 20px;">Page 2- Item 4 3<sup>rd</sup> Sentence should read:          “The governor and APD office is worried about them being <b>without</b> jobs”.</p>
<b>DISCUSSION: Historical Review of Steering Committee Recommendations</b>	<p>Bill Rambaum, Chair opened the meeting by reviewing past Steering Committee’s Recommendations to the Agency. Bill read aloud Letters of Recommendations that were submitted to APD in the years 2006-2008. Bill noted that many of the recommendations were very clear and concise. It was also noted by members who served during these years or whom had affiliations with APD during these years that many of the recommendations were the catalyst for the positive changes that exist currently.</p> <p>Bill shared his thoughts about the past committee’s style and method of submitting</p>

## Steering Committee Meeting Minutes - February 10, 2014

<b>DISCUSSION:</b> <b>Historical Review of Steering Committee Recommendations (Continued)</b>	<p>Formal Recommendations to APD in the form of letters. He suggested this should be a method of submitting formal recommendations to APD that this Committee uses.</p> <p>Members agreed that this would be an effective method of making formal recommendations</p>								
<b>DISCUSSION:</b> <b>APD TRAINING: REQUIRED &amp; SERVICE SPECIFIC – PROBLEMS &amp; SOLUTIONS</b>	<p><b><u>Training Recommendations</u></b>            Training was identified as a Service Area that could be improved and/or refined.</p> <p>The Committee identified the following problems with required and service specific training:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>Problems</b></th> <th style="text-align: left; padding: 5px;"><b>Solutions</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">                     APD utilizes a classroom approach to required &amp; service specific training.                       Attendance could be impeded due to strict times, dates, and locations of this training modality.                 </td> <td style="padding: 5px;">                     Web based training options should be explored and offered as an additional resource.                       Create a web based training module that pilots in the Suncoast Region.                 </td> </tr> <tr> <td style="padding: 5px;">                     Providers, WSC, and Consumers find it difficult to obtain ongoing service specific for the following reasons:                      1). Limited APD approved Curriculums &amp; Trainers.                      2). No definition or criteria of qualified training.                 </td> <td style="padding: 5px;">                     APD can partner with local providers who are providing required &amp; service specific training to provide more training options.                       Define and/or identify acceptable or allowable service specific training.                 </td> </tr> <tr> <td style="padding: 5px;">                     Providers, WSC, and Consumers are not clear what types of training is offered.                 </td> <td style="padding: 5px;">                     A listing of Courses offered by APD which includes online courses should be compiled and published for Providers, WSC, and Consumers.                 </td> </tr> </tbody> </table> <p>*Special Note: It was noted that Certified Courses should not be offered online.</p>	<b>Problems</b>	<b>Solutions</b>	APD utilizes a classroom approach to required & service specific training.  Attendance could be impeded due to strict times, dates, and locations of this training modality.	Web based training options should be explored and offered as an additional resource.  Create a web based training module that pilots in the Suncoast Region.	Providers, WSC, and Consumers find it difficult to obtain ongoing service specific for the following reasons: 1). Limited APD approved Curriculums & Trainers. 2). No definition or criteria of qualified training.	APD can partner with local providers who are providing required & service specific training to provide more training options.  Define and/or identify acceptable or allowable service specific training.	Providers, WSC, and Consumers are not clear what types of training is offered.	A listing of Courses offered by APD which includes online courses should be compiled and published for Providers, WSC, and Consumers.
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<b>Other Areas – I-Budget Handbook</b>	<p>Committee Members expressed confusion in regards to the Draft I-Budget Handbook. Although Providers are following the I-Budget Handbook rules, the rules have not been promulgated. There are discrepancies between the handbook and the existing Medicaid Handbook. Agency for Healthcare Administration (AHCA) will apply the existing Medicaid Handbook rules in their audits.</p> <p><b><u>The following questions were generated by the committee:</u></b></p> <ol style="list-style-type: none"> <li>1. When can we expect the new Handbook to be promulgated?</li> <li>2. Personal Care is not in the 2010 Handbook, by providing this service are providers going against the Draft I-Budget Handbook?</li> <li>3. I-Budget-Versus- 2010 Rules is there any kind of Matrix to assist Providers &amp; Consumers?</li> </ol>								
<b>REGIONAL UPDATE</b>	<p>Michelle Tolini suggested that <b>Gerald Siebens, Attorney</b> for APD be invited to the next Steering Committee meeting to answer questions regarding I-Budget Promulgation process</p>								
<b>ADJOURNMENT</b>	<p>Meeting was adjourned by Bill Rambaum at 12:20pm</p>								