



Steering Committee Meeting Minutes Suncoast Region (23)

June 11, 2012



Meeting Date: June 11, 2012
 Time: 10:00a- 12:00pm
 APD-St. Pete Office

Next Meeting: **July 9, 2012**
 Time: 10:00a- 12:00pm
APD-Tampa Office
 1313 Tampa Street, Suite 517
 Tampa, Florida 33706

MEETING CALLED BY	Gary T. Hartfield, Chairman
FACILITATOR(S)	Gary Hartfield, Chairman
NOTE TAKERS	Mary Fuller Kym Mason
TIMEKEEPER	Gary Hartfield, Chairman
IN PERSON ATTENDEES:	<ul style="list-style-type: none"> ❖ Gary T. Hartfield, Chairman ❖ Tom Nurse, Co-Chairman ❖ Marcia DiGrazia, AQL Liaison-APD ❖ Anne Hendon, APD-Senior Human Service Program Specialist ❖ Michelle Tolini, APD-Division Director ❖ Mary Fuller, PHD/Member ❖ Dane Jones, Provider ❖ Betty Beauchaine, Parent/Member ❖ Gary Goodwin, WSC/Member ❖ William "Bill" Rambaum, Parent/Member ❖ Ann Graybeal, Parent/Member ❖ Janis Alberti, Provider/Member ❖ Kym Mason, Advisor/Member
TELECONFERENCE ATTENDEES:	Teleconference Not Available this Meeting <ul style="list-style-type: none"> ❖ Cary Felton, WSC
VISITORS/NEW ATTENDEES:	
REVIEW OF MINUTES	Attendees were provided time to review last months Minutes. The Minutes were approved and adopted as written.



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AGENDA UPDATE	<p>The following additions were made to the Agenda: Work Group Updates: Crisis Work Group – Tom Nurse I-Budget Work Group – Gary Hartfield</p>
Action Items: ALERT DATA PRESENTATION	<p><u>Alert Data Review Process- Anne Hendon, Presenter</u> Anne Hendon reviewed the Background Screening Alert Data for the region.</p> <p>Anne pointed out that many Providers are confused by the process of Background Screening. This is the cause for the regions high number of Alerts on Delmarva reviews.</p> <p>Anne provided the following examples: Providers are not getting Local Laws through the Sheriff department which is the proper channel. Anne advises that providers obtain the Local Law first and based on results then send applicants for FDLE screening. In addition starting July 1, 2012 all five (5) year Background Screening must be a full Live Scan Screening.</p> <p>The committee asked the question: “What can be done to streamline the process to produce better scores in the region?” In response the following recommendations were made:</p> <ol style="list-style-type: none"> 1. A Checklist should be created that depicts each process and/or step for Background Screening. 2. The agency Web Portal will provide information on Background Screening. 3. Training Checklist would be helpful. <p>Anne also recommended these tips for Best Practice</p> <ul style="list-style-type: none"> ➤ Annual renewal of Affidavit of Good Moral Character ➤ Annual renewal of Local Law
ACTION ITEMS: REGIONAL UPDATE	<p><u>Expansion of the Suncoast Region – July 1, 2012</u> Effective July 1, 2012 the Suncoast Region will expand to include area 8 which is comprised of the following counties:</p> <ul style="list-style-type: none"> ✓ Lee ✓ Charlotte ✓ Glades ✓ Hendry ✓ Collier <p>With the addition of area 8 there likely will be challenges associated with transition for APD, Providers, Consumers, Families, and Stakeholders.</p> <p>A motion was made that a Standing Committee be formed to provide APD with input on the consolidation and integration of this expansion.</p> <p>Gary and Tom will define Standing Committee. The committee discussed expanding membership to include members from area 8.</p>



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<p>WORK GROUP UPDATES</p>	<p>Behavior Work Groups- Dr. Fuller & Michelle Tolini- Behavior Work Groups had a recent meeting. This meeting was comprised of providers of Behavior Analysis services. The group was very receptive to the format and as a result the Crisis and Delmarva sub group pick up members.</p> <p>Local Review Committee (LRC); processes were discussed and is presently being looked at this Work Group.</p> <p>Crisis Work Group- Tom Nurse The Crisis Work Group focused on service gaps and bureaucratic definition of a crisis. They also looked at the barriers to the process and formulated solutions to overcoming them.</p> <p>The Crisis Work group also looked at the enrollment packet for the purpose of developing a standard base packet that contains all the pertinent information that needs to be submitted to Central Office for approval. This will create a proactive strategy that will promote collaboration between APD and WSC about the service and pre-screening.</p> <p>It is the goal of the Crisis Work Group to reduce the turn-around-time for Crisis Funding Approval from its current time of six (6) months to 3-4 four weeks.</p> <p>The Work Group will begin weekly calls on Fridays to summarize the Checklist. A target date July 1st has been selected to roll out a demonstration pilot.</p> <p>I-Budget Work Group- Gary Hartfield - The I-Budget Work Group consists of Gary Hartfield, Shelia Mott, Anita Brown, and Patti Rendon. They had a recent conference call to discuss strategies. Sheila Mott will be connecting with area 3 to obtain feedback about how I-Budgets are working their region. It was noted that Region 3 is undergoing map changes.</p> <p>The Work Group plans to visit and speak with staff in Gainesville.</p>
<p>ADT –WHAT’S IMPORTANT</p>	<p>Marcia asked the Committee to review the PDR Tool for the service of ADT and list the Standards important to families/consumers. The committee felt the PDR Tool questions did not glean the interest of families but to providers. The PCR would be a better tool.</p> <p>Questions #14-17 on the PDR Tool would be the best selection</p>
<p>ADVOCACY OPPORTUNITIES</p>	<p>Save-the-Date- Gary Hartfield Please Save the Date of Thursday, August 2nd for an Information/Feedback Session with Hue (Way) Reynolds, Director of External Affairs, APD, And Central Office. The venue and time has not been determined but we anticipate the time to be from 10am - 12pm in the Bradenton area.</p> <p>The Family Care Council and potentially the Steering Committee will co-host this event. Additional updates will be sent out as they are made available.</p>
<p>ADJOURNMENT</p>	<p>Meeting was adjourned by Gary T. Hartfield at 12:10 pm</p>