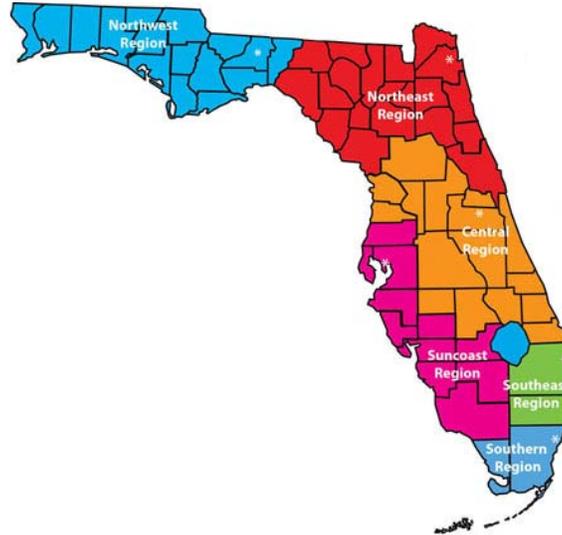




Steering Committee Meeting Minutes

July 2012

APD Revised Regional Map- Effective 07/01/12



Meeting Date: July 9, 2012
 Time: 10:00a- 12:00pm
 APD- Tampa Office

Next Meeting: **August 13, 2012**
 APD- St. Pete Office
 1201 102nd Avenue North
 St. Pete, Florida 33716

MEETING CALLED BY	Gary T. Hartfield, Chairman
FACILITATOR(S)	Gary Hartfield, Chairman
NOTE TAKERS	Kym Mason, Member
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 ❖ Gloria Moreno, APD-Senior Human Service Program Specialist ❖ Betty Beauchaine, Parent/Member ❖ William 'Bill' Rambaum, Parent/Member ❖ Shaquanna Fowler, Consumer/Member ❖ Kym Mason, Provider/Member
TELECONFERENCE ATTENDEES:	<ul style="list-style-type: none"> ❖ Rebecca Vasey, Consumer/Member ❖ Ann Graybeal, Parent/Member
VISITORS/NEW ATTENDEES:	No visitors



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INTRODUCTIONS & ACKNOWLEDGEMENTS	<p><u>Minutes Review & Motion to update APD Website</u> Minutes were reviewed and approved as written.</p>
AGENDA CHANGES	<p>The following changes were made to the Agenda: Additions:</p> <ol style="list-style-type: none"> 1. Expansion of Suncoast Region to include Area 8 2. Crisis Work Group- Update 3. Background Screening – Update 4. Voters Registration - Update
DISCUSSION:	<p><u>Background Screening Update- Anne Hendon, APD</u> Anne provided an update on Background Screening recommendations made at last months meeting. They were as follows:</p> <ol style="list-style-type: none"> 1. Background Screening Checklist was completed. Copies were distributed to AQL members for review 2. If an employee has a gap in service delivery for over 90 days rescreening is needed. <p><i><u>Recommendations made by AQL:</u></i></p> <ol style="list-style-type: none"> 1. Upload a sample Background Screening Packet onto APD Website for Providers & CDC Plus Administrators to reference. 2. Assignment of OCA #'s to CDC Plus Administrators. 3. Time Line needs to be added to each Component on the Background Screening Checklist. <p><u>Problems with Independent Contractors & Background Screening</u> Anne pointed out that the bulk of the Regions Alerts on Score Cards stems from Providers taking a “Hands-off” approach when it comes to Independent Contractors. Providers are leaving Background Screening processes up to the Contractors and they are “floundering” and getting lost in the processes. The Checklist will aide in providing directions for them.</p> <p><u>Voters Registration Update – Anne Hendon, APD</u> On 06/19/12 APD staff had a Conference Call on Voters Registration procedures. New Regions will collect data on Consumers receiving Waiver and General Revenue Voters Registration status. WSC will be responsible for updating changes. ADT curriculum is a great way to teach voters rights and encourage voter registration.</p>
DISCUSSION:	<p><u>Vocational Rehabilitation- Marcia DiGrazia, APD</u> Marcia contacted Monique Petronje, VR Contract Manager and invited her to the Steering Committee Meeting. Monique was not able to attend due to scheduling conflict. She did suggest that Committee Members provide Marcia with questions regarding VR services and she will answer them.</p>



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DISCUSSION: (CONTINUED)	The questions are as follows: 1). How does "Order of Selections" impact services to APD? 2). How is VR funded? 3). What exactly does VR do? 4). What is the support capability of VR? 5). What is the time frame from an initial appointment till service? 6). When does VR go back in to follow-up with Client? 7). How does VR measure success? 8). What are the incentives for Employers?
REGION UPDATE	<u>Expansion of Suncoast Region to include Area 8</u> Ms. Williams and members of the newly expanded Regional Management Team Joined the meeting. Ms. Williams shared that they were very careful not to hire during transition and as a result layoffs did not occur. She shared her enthusiasm regarding the expansion that it will provide leadership and Improve gaps identified in the process. The following APD Managers introduced themselves and their roles: <ul style="list-style-type: none">❖ Sheila Mott, Deputy Administrator❖ Karen Hartle, Budget/Fiscal Division❖ Michele Tolini, Clinical Support, Behavioral Services, and QSI❖ Gloria Moreno, Provider Enrollment❖ Jeff Smith, District Supervisor❖ Marcia Bohrmier, Systems Analyst
ADJOURNMENT	Meeting was adjourned by Gary Hartfield at 12:30pm