

Area 2 Steering Committee Minutes

Date: October 22, 2009

Location: APD Conference Room, Cedars Executive Office Center,
Tallahassee

Attendees: Mavis Smith
Jimmy Wells (left the meeting at 11:30 a.m.)
Lou Ogburn
Martha Coley (by phone)
Lynne Daw
Nilda Barreto (facilitator)
Floyd Booth (facilitator) (by phone)

Absent: Janet Graham, Blake Little, Debbie Smith

Call to order:

The meeting was called to order at 10:36 a.m. EST by Jimmy Wells, Area 2 Steering Committee Chairperson.

Introductions:

None.

Approval of Minutes:

The minutes of the meeting of August 19 were approved, with a motion by Lou Ogburn, seconded by Martha Coley. The motion passed.

Old Business

Jimmy Wells announced that the training session scheduled originally for Southwood has been moved to 1317 Winewood Blvd, Building 4. Training will be held at the same times.

At this time the meeting was turned over to Nilda Barreto who reviewed the 2007 Handbook and the information to be used during the training sessions and what is

required in provider files for various services... She also discussed the Core Assurances documents and the "Must Have" documents which are required in provider files.

Other Old Business

None

New Business:

Lou Ogburn moved that the notes from a training session which took place with Nilda Barreto on October 6 be attached to these minutes. This was seconded by Martha Coley and all were in favor.

Other New Business:

The next meeting will be held Monday, November 2 at 10:30 a.m. at Cedars Executive Center. This will be the last meeting prior to the training on November 4.

Adjournment:

There being no other business, it was moved by Mavis Smith, seconded by Martha Coley that the meeting be adjourned at 12:33 p.m.

Approved by: _____

Date: _____