

Subject: Meeting Minutes of the Florida State Hospital Local Advocacy Council/Service Area 3

To: Distribution List

Date/Time: Tuesday, July 11, 2006
12:15 p.m.

Place: Administrators Conference Room
Florida State Hospital
Chattahoochee, Florida

Chairperson: Jeanne Gunn

Members Present: Mr. John Gilroy, Ms. Debi Pender, Ms. Jeanne Gunn, Ms. Faith Connelly – Local Advocacy Council Staff, Mr. Bob Woodard – Statewide Advocacy Council Member

Members Absent: Ms. Patricia Thomas, Mr. Ralph Ranney, Ms. Jody Carter, Ms. Jane Holmes-Cain

Department of Children and Families Staff and Guests Present: Ms. Eileen Murray, Ms. Jackie Smith, Ms. Diane James, Ms. Jackie Smith, Mr. David English, Linda Rollins – Advocacy Center

Call to Order and Introductions: Ms. Gunn called the meeting to order.

Approval of Minutes: The June meeting minutes were approved.

Presentation: Mike Smith, Food Services Director. Mr. Smith explained the process of the Food Services Division. He outlined the six sections of this division: 1) Purchasing, Receiving, and storage; 2) Production; 3) Staff Cafeteria; 4) Tray assembly; 5) Diet office and administration; 6) Payroll and recruiting.

Subcommittee Monthly Reports:

Ward Government: Ms. Murray reported that there was nothing unusual at this meeting.

Pharmacy and Therapeutics: No report

Administrator's Report: Ms. Johnson told the council that a new Clinical Director, Medical Services Director and Unit Director, Unit 21 have been hired. The proposal to expand the secure area of Unit 25 to 24 beds has been approved. This will be staffed

with contract employees under the director of DCF administration for direct care. The smoke free initiative has been successful overall, however, some residents are still violating the rules.

Monitoring: No monitoring was conducted. Mr. Gilroy stated that patients are at lunch before the council meeting making it difficult to schedule. The council agreed to change the meeting time. The August meeting will begin at 11:30 a.m. and thereafter meetings will begin at 10:30 a.m.

Membership: There is still a need for new members.

MRDP Report: No report.

Statewide Advocacy Council Report: Mr. Woodard discussed the upcoming July meeting.

Time/Date/Place of Next Meeting: Tuesday, August 1, 2006, 11:30 a.m. EST, Administrator's Conference Room, Florida State Hospital.

CLOSED SESSION

- I. No closed session.
- II.

The meeting was adjourned.

Submitted by: _____

Approved by: _____