

CENTRAL INDIANA FIRST STEPS

Family Outreach Meeting

6/10/14 Date

Name	Agency	Changes to current contact info
1. Kimi Walker		walker.kimi@pfnh.com
2. Stacy Holmes	Parent	
3. Kristin Guarino	Agency	
4. Karen Berry	CROSSROADS	
5. Holly Andrija	CPCC	
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**Ad hoc Family Outreach Committee Meeting Agenda
June 10, 2014**

Outcome Statement: First Steps will be responsive to the priorities of families and providers through ongoing communication that will provide input into the system to include timely access to early intervention services.

Performance Standards:

1. Ensure services are provided in the natural environment to the most extent possible and are also monitored to ensure that IFSP teams make individualized decisions regarding the settings in which infants and toddlers receive EI services*.
2. All issues and concerns will be adequately addressed within 60 days of receipt of concern, utilizing procedures as set forth by the Lead Agency. Formal complaints must be forwarded to the State within two business days*.

Performance Measures: Profile reports, First Steps data system reports, and family surveys will be utilized in the measurement of this performance standard. Complete and accurate monthly concern/complaint logs are required to meet this standard.

- 1) Introductions (if needed)**
- 2) Approval of minutes**
- 3) Action Items update**
- 4) Committee Outcome review**
- 5) First Steps to Reading Fun Event**
- 6) Outreach activities**
- 7) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Family Outreach & Quality Assurance Committee Meeting Minutes
June 10, 2014**

Present: Stacy Holmes(LPCC), Karen Berty(CTC), Katarina Groves(LPCC), Kristin Guarino(Parent), Kimi Walker (Parent/School Psychologist), Holly Andria (Crossroads).

Agenda Items	Discussion	Action Items
Introductions/Welcome	<ul style="list-style-type: none"> • Introductions were made 	
Approval of Minutes	<ul style="list-style-type: none"> • No quorum. Vote on minutes at next meeting. 	
Action Items Update	<ul style="list-style-type: none"> • There were no action items to report to committee. 	
Committee Outcome Review	<ul style="list-style-type: none"> • Stacy recapped the Annual Meeting to the committee and explained the outcome statement and performance standards that are required for this committee. None of the standards have changed for the committee. • She reported that complaints and concerns are reported to the state. There have been none since the last meeting. • Stacy asked the group to review the committee description. The group reached consensus that it should stay the same. • The group also reached consensus to keep the same meeting time. • Stacy asked the committee to think about future activities in light of whether it would be beneficial. Is the time devoted to the activity worth any effort that would be expended? Does the activity meet the purpose of the committee? • The committee agreed that the Reading is Fundamental event should be continued as it has always been a success and great outreach to families. 	
First Steps to Reading Fun Event	<ul style="list-style-type: none"> • Stacy shared that the Crossroads Guild has generously increased the amount for the event. They will be contributing \$1,000 for postage, \$239 for printing, \$150 for food/supplies and \$364 for books, for a grand total of \$1753. Their help with this event is vital and appreciated! • Stacy shared that the next event is slated for September 20th from 10-noon at Crossroads. Stacy described that the event takes place in the fall every year and there is a hayride, apple picking and coring, games, pony and rabbit petting, music and, of course, a book giveaway for the kids. • Stacy reported that at the last event there were 	<ul style="list-style-type: none"> • Katarina will continue to update the transitive information for the event. • Stacy will contact the Optic Nerds to see if they are available to participate at the event. • Holly will contact the people with the pony to see if they can attend again.

	<p>plenty of apples and maybe too much caramel. She will note this for the shopping trip prior. She also stated that there were a lot of volunteers from the guild this time around which helped a lot with set up and clean up.</p> <ul style="list-style-type: none"> • It was noted that some of the transition information from the school districts was outdated. Katarina has been working on updating the transition box so that it will be more up to date at the next event. • There was some discussion as to what theme to do this year. Maybe a bookworm theme? Cowboy theme was last year's theme. It was agreed that we would do a Farm theme this year as in a couple of years ago. • The committee reached consensus that we definitely want animals again this year. • Holly stated that we would be sharing supplies such as hay bales with the Adult Day Services who will have an event right before ours. • Kristin recommended possibly doing pumpkin bowling this year with mini gourds. • It was agreed to ask the Optics Nerds musical group back this year. • The group reached consensus to do the same animal masks that were used at the last Farm themed event. Holly would check with her husband who works at Lowe's to see if he could get us the paint sticks needed for the masks. • It was agreed that this year for reaching out to parents, we would take down contact information in order to follow up with those who have expressed an interest in joining the LPCC. • Stacy agreed to get the postcards out for the event a few weeks before the event. • Stacy and Holly will meet separately to discuss the supplies that will be needed and who will be responsible. • The committee agreed to meet August 12th at 5:30pm for a prep day. Dinner will be provided! 	<ul style="list-style-type: none"> • Stacy will contact JK about bringing the rabbits again. • Holly will check with her husband about the paint sticks. • Stacy will work on the new postcard and get out to the printer and out to mail. • August 12th - All hands on deck for an evening of prepping for the event!!!
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<p>Outreach Activities</p>	<ul style="list-style-type: none"> • Stacy asked the group to think about outreach activities to get more families involved with the council. • Recruitment at the next reading event should be set up differently than the last time. Previously, it was at the registration table which caused a back log of people arriving. It was suggested that we have a separate booth for signing parents up and explaining the council to them. Maybe even having a drawing for those who signed up. • It was suggested that we could have an LPCC flyer in all the book bags that the guild provides. • It was also suggested that maybe we print up bags with the First Steps logo and Crossroads logo. It can be expensive with the initial set up fee. Holly said that she would check with the Guild to see if this is something they would like to sponsor. Kimi noted that if you allow the print company to put their logo on the bag, sometimes there is a cost break. Stacy asked everyone to check any contacts they may have on products. • Kristin suggested maybe doing an LPCC sticker to pass out at the event. • Karen noted that it sometimes takes time to get parents involved in general. Transportation can also be an issue for families. • Holly suggested getting more agencies involved and maybe holding committee meetings in different areas of the cluster for more access. • Kimi suggested collaborating with churches and holding an outreach event there. Karen suggested Lakeview Church at Rockville and 465. • Stacy reported that the Family Handbooks continue to be used by service coordinators for their families. She has recently put in an order of all the materials. • She shared that Michelle F's daughter and friends need volunteer hours and will be in this summer to assist with assembly. • Kristin shared that she will check with the special education classes in her district to see if they can start to assemble some once school resumes. 	<ul style="list-style-type: none"> • Holly will check with the guild to see if they are willing to help pay for printed bags for the reading event. • Everyone to check on any contact info they may have related to bags.
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Holly shared that she is a grandma once again! She has a new grandson and shared the pictures with the group. Congrats Holly! • Kristin shared that Mark's email has changed 	<ul style="list-style-type: none"> • Future meetings: August 12, 2014 @ 5:30pm at ProKids- Prepping for event. Dinner will be

	<p>and provided the updated contact information.</p> <ul style="list-style-type: none">• No other announcements were made and the meeting was adjourned.	<p>served!!!! October 14, 2014 @5:30pm at ProKids- Recap of event/Future focus of committee with parer input.</p>
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Respectfully submitted,
Katarina Groves