

CENTRAL INDIANA FIRST STEPS

Family Outreach Meeting

6/11/13 Date

Name	Agency	Changes to current contact info
1. Stacy Holme	LPEC	
2. Katharina Deaver	LPEC	
3. Bert (Karen Betty)	UTC	
4. Holly Andria	ESC	
5. Kristin Guarino	parent	
6. Mark Guarino	parent	
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**Family Outreach and Quality Assurance Committee Meeting Agenda
June 11, 2013**

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) Retreat Discussion Recap**
- 3) Future Function and Planning**
- 4) First Steps to Reading Fun**
- 5) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Family Outreach & Quality Assurance Committee Meeting Minutes
June 11, 2013**

Present: Stacy Holmes(LPCC), Karen Berty(CTC), Katarina Groves(LPCC), Holly Andria(Crossroads), Kristin Guarino(Parent), Mark Guarino(Parent).

Agenda Items	Discussion	Action Items
Introductions/Welcome	<ul style="list-style-type: none"> • No introductions were needed 	
Retreat Discussion Recap	<ul style="list-style-type: none"> • Stacy briefly recapped the discussion at the retreat regarding low attendance for the Family Outreach committee and possible solutions that were generated. 	
Future Function and Planning	<ul style="list-style-type: none"> • Stacy highlighted some of the suggestions for the committee in more detail. • She talked about the possibility of the FOQA committee having more of a social function for parents in order to get them involved and engaged. Karen felt that this might be a lot of work for LPCC staff to manage and pull together with limited resources. Stacy agreed that it would be more labor intensive in the front end with planning, but once something was implemented, it would be easy to continue with it. • Holly asked what would become of the quality assurance function of the committee. Stacy said that that function would be assumed by the Public Awareness Committee. • Holly remarked that the Brown Bag training sessions that the LPCC has done over the years would be a great asset to families as well. They could learn about other agencies and topics of interest. Stacy mentioned that the Connections group that had been done for families through the LPCC had always been successful as well. Typically, there were 15-20 parents present at each meeting. The most recent format for Connections had been topical information meetings for parents covering issues such as feeding. • Karen agreed that the family outreach function of the committee should be made into an ad hoc committee of the Public Awareness Committee, allowing the ad hoc committee to continue to reach out to families. First Steps to Reading Fun has always been a very successful and heavily 	<ul style="list-style-type: none"> • LPCC staff will develop some marketing materials for families regarding the Family Outreach committee.

	<p>attended event. Karen recommended recruiting parents at this event, and maybe to collect emails of those who are interested.</p> <ul style="list-style-type: none"> • Holly recommended educating SPOE and providers about the LPCC and its function more. Karen suggested that the Family Outreach portion be marketed more and explained to providers. This committee would be more relevant for families than other committees. • Kristin and Mark remarked that they had become involved in the council due to the stipend that was offered to families to attend. Angela had recruited them. Stacy reminded the committee that there is now a stipend available again for families and she has information on how to access funds. • Stacy noted that since the LPCC was no longer offering meals at the meeting, attendance from families has decreased. She indicated that we might be able to do some finger foods instead. She also noted that the FOQA committee has always been scheduled during dinner time. This could be difficult for families now that no meal is served because families would need to eat prior to attending a meeting. • Kristin recommended doing a competition among providers to see who can recruit the most parents for the council, and possibly get some kind of prize. • The committee agreed that the function of the Family Outreach committee would become more of an ad hoc committee of the Public Awareness Committee. We would have one more planning meeting prior to the First Steps to Reading Fun Event, and then have a meeting after the event where we can invite families who are interested after marketing at the event. 	
<p>First Steps to Reading Fun</p>	<ul style="list-style-type: none"> • Holly said that Crossroads has September 21st available for the next reading event. The committee agreed to this date. It would be held from 10-noon that day. Set up would begin at 8:30am. • Stacy mentioned a concern that was brought up by another parent on the council regarding the postcard. She did not think that the event applied to her and her children. Since there were free books, she felt it was more for 	<ul style="list-style-type: none"> • Kristin will look for donations for the brown shopping bags and have them for the next meeting. • Holly will contact Morning Dove and the Optic Nerds to see if they are available for that day.

	<p>families in need. The committee felt that the postcard did a good job in marketing to everyone and that it has a good message about early literacy.</p> <ul style="list-style-type: none"> • Stacy stated that the LPCC staff would do a better job of educating SPOE staff of what the event is all about. Those SC's who have attended in the past get it and love the event. • Holly recommended having pins on volunteers where we could market the LPCC somehow. This could help open the door for discussion with perspective parents. Stacy agreed to pull something together for each volunteer to wear, along with volunteer shirts from the past. • The committee agreed upon doing a western theme this year. Morning Dove could return with the pony that everyone enjoyed. It was agreed that the rabbits should return as well. • The committee brainstormed activities and art projects. Kristin suggested making bandanas out of muslin, or making cowboy vests out of brown paper shopping bags. Just need to cut the bags into a vest. The committee liked this idea and Kristin agreed to start looking for bags and donations. • Karen recommended doing a lasso game or a ring toss game. She had also seen horses made out of pool noodles that could be made ahead of time for kids to do an obstacle course. The committee liked this idea. • There could also be a dress up area once again with cowboy gear. Holly suggested looking at Goodwill. • It was agreed that we would have all the items ready to work on at the next meeting. The LPCC staff and Holly would inventory what we have already from past events. • Karen recommended "Bongo Boy" as a possible entertainment. She said she would try to contact them. Holly had heard that the Optic Nerds had reunited and agreed to contact Ann Hughes to see if they could put on a show for the event. • There would be a story time once again out in the field after kids have gathered apples. • We need to make sure that we have scissors, markers, felt and rope for the next prep meeting. • Prep meeting will be held on August 13th at 	<ul style="list-style-type: none"> • Stacy will call about the rabbits. • LPCC will purchase pool noodles for horses. • Holly will find the fabric for bandanas. • Karen will check on Bongo Boy's availability and cost. • All committee members will look for dress up clothes for the event. • LPCC and Holly will inventory existing items from past events.
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	5:30pm. The follow-up meeting after the event will be held on October 8 th at 5:30pm.	
Announcements/Close	<ul style="list-style-type: none"> • With no other announcements, the meeting was adjourned. 	Next Meeting: August 13, 2013 5:30pm, ProKids

Respectfully submitted,
Katarina Groves