

CENTRAL INDIANA FIRST STEPS

Executive Committee Meeting

January 10, 2014 Date

Name	Agency	Changes to current contact info
1. <u>Debbi Davis</u>	<u>SPDS</u>	
2. <u>Jammi Hankin</u>	<u>ProKids</u>	
3. <u>Janet Ballard</u>	<u>IU</u>	
4. <u>Katie Herron</u>	<u>IU</u>	
5. <u>Michelle Fyles</u>	<u>Parent</u>	
6. <u>Kelli Blankenship</u>	<u>SRDHA/SSD</u>	
7. <u>Holly Anderson</u>	<u>CROSSROADS</u>	
8. <u>HELEN BERRY</u>	<u>CTC</u>	
9. <u>Michelle Coleman</u>	<u>COAHE</u>	
10. <u>Stacy Holmes</u>	<u>LPCC</u>	
11. <u>AS Gregory (By Phone)</u>	<u>Cornerstone Rehab</u>	
12. <u>Kalena J. Weaver</u>	<u>LPCC</u>	
13. _____		
14. _____		
15. _____		

**Cluster G Executive Committee Meeting Agenda
January 10, 2014**

Outcome Statement: Each cluster will have a single LPCC which shall consist of active members from each county who reasonably represent the population of the cluster. LPCC members shall include, at a minimum, the following:

- Two (2) parents of children with disabilities under the age of 12.
- One (1) health or medical representative;
- One (1) educational representative;
- One (1) social services representative;
- One (1) early intervention service provider;
- (1) Head Start representative; and
- One (1) child care representative.

Performance Standard:

1. LPCC will meet a minimum of quarterly with the required membership.
2. LPCC must comply with RMS requests within 2 business days and update information, including submitting staff information and changes, etc.
3. By-laws must be approved by the State

Performance Measures: Membership list and minutes of meetings will be utilized in the measurement of the performance standard

- 1) Introductions (if needed)**
- 2) Approval of minutes**
- 3) Action Item Updates**
- 4) Fiscal Report**
- 5) SPOE Updates**
- 6) LPCC Updates**
- 7) Approval of Committee Decisions**
- 8) General Updates**
- 9) Complaints/Concerns**
- 10) Annual Meeting planning**
- 11) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Executive Committee Meeting Minutes
January 10, 2014**

Present: Holly Andria-Crossroads, Tamara Hardin-ProKids, Debbi Davis-SPOE, Michelle Fetes-Parent, Jason Berty-CTC, Kelli Blankenship-SRNDHH/SJID, Janet Ballard-IU, Katie Herron-IU, Michelle Coleman-COHHE, CJ Gregory-by phone, Stacy Holmes-council, Katarina Groves-council

Agenda Items	Discussion	Action Items
Welcome/Introductions	<ul style="list-style-type: none"> • The meeting was opened with introductions. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy directed everyone to review the minutes from the last meeting. Michelle F. moved to approve the minutes as written. Michelle C. seconded the motion. The motion carried and the minutes were approved. 	
Action Items Update	<ul style="list-style-type: none"> • There were no action items needing to be addressed. 	
Fiscal Report	<ul style="list-style-type: none"> • Tammie informed the group that the LPCC contract will be a 22 month period going forward. It has been extended by 3 months. The LPCC is doing very well and has met 92% of the budget already and is on track. We will hopefully be getting the new contract by May 1st and if funding remains the same, things should go well. • The SPOE is in good shape as well and has expended 90.5% to date out of a 92% benchmark. This is good as they may need to support the Assessment Team a little. The Assessment Team was doing very well in the summer/fall with a \$17,000 surplus. Due to the 3 days off due to weather, this money is long gone. It takes \$27,000 a week to support the Assessment Team. The extra SPOE money will be used to subsidize the Assessment Team and not for new equipment as was planned previously. • Tammie shared that Dale Turner, a board member for ProKids Inc., will be retiring from the board next Friday. She has contributed a lot over the years. Jeff Chapman is and will continue to be the board president. 	
SPOE Update	<ul style="list-style-type: none"> • Debbi shared that iPads are in full use now at the SPOE. • The SPOE had planned to train agencies on the use of the teamwork software at the agency meeting today, but it was postponed due to the bad weather and the need for Brian and Alicia to get out and do 	

	<p>prior to the meeting. Something to think about for the next reading event.</p> <ul style="list-style-type: none"> Michelle F. recommended that families be contacted when they are closer to leaving the program and recruited for the LPCC at the Transition Forum. Families have a lot on their plate and may not have the time to attend a meeting while their child is in the program. They may be more apt to participate as their child ages out or transitions out of the program. Provider Issues Committee- Stacy shared that the function of the committee remains as a way for the SPOE and agencies to interact and share information and solutions to issues. State updates are also shared at these meetings. 	
<p>Approval of Committee Decisions</p>	<ul style="list-style-type: none"> Stacy asked for approval and consensus for the abovementioned committee activities. Everyone agreed and the group reached consensus. 	
<p>General Updates</p>	<ul style="list-style-type: none"> The holdback was submitted in November and there were no problems expected. Stacy shared that a response was received in December stating that the council had not met membership under the reporting period and the state would be withholding \$625. Stacy shared that she submitted a letter in response stating that membership had never been reported as the state was now requiring. Stacy reported that she had a phone conference with the state office who had taken issue with how the meeting minutes were written, stating that it did not appear that the council ever reached a consensus on issues because the phrase “reached consensus” was not specifically noted in the minutes. She also stated that the state believed the minutes did not consistently reflect the group was being updated on action. Stacy then directed the group to read both the responses from the state and the letters she submitted. Upon review of the information, the state was now releasing the funds. Jason asked how our cluster compares to other clusters in terms of council structure. Stacy shared that many clusters have scaled back considerably to only quarterly meetings, whereas we meet more regularly. Stacy shared that the Bylaws state that the council can use the Robert’s Rules or use consensus to make decisions. Holly shared that it felt cumbersome to use the more formal Robert’s Rules of Order. 	<ul style="list-style-type: none"> Stacy will ask the state for clarification on the 3% threshold set by the state.

	<p>out the bylaws in advance of the meeting for electronic input. She will point out the areas that need reviewed and will have a draft ready for vote at the annual meeting.</p> <ul style="list-style-type: none"> • Stacy agreed to sketch out an agenda and report back to the full council. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • There were no announcements. • No further business to discuss, the meeting was adjourned. 	<ul style="list-style-type: none"> • Next Meeting: <p>Annual Meeting: May 2nd, 11-2pm Washington Township Educational Center</p>

Respectfully submitted,
Katarina Groves