

CENTRAL INDIANA FIRST STEPS

Executive Committee Meeting

July 11, 2014 Date

Name	Agency	Changes to current contact info
1. <u>Jamie Hardin</u>	<u>Prokids, Inc.</u>	
2. <u>Jeanne McDonough</u>	<u>Janus</u>	
3. <u>Holly Andrus</u>	<u>ESE</u>	
4. <u>Janet Ballard</u>	<u>QR</u>	
5. <u>Tiffany Dix</u>	<u>FDS - Head Start</u>	
6. <u>Angie Dick</u>	<u>SPOE</u>	
7. <u>Teri Williams</u>	<u>collabor kds, LLC</u>	
8. <u>Michelle Coleman</u>	<u>COHRE</u>	
9. <u>Judy McKenzie, PT</u>	<u>Pediply Johnson Co</u>	
10. <u>Katherine Whelan</u>	<u>UPCC</u>	
11. <u>HSN B&B</u>	<u>OTC</u>	
12. <u>Nancy Holsapple</u>	<u>Old National Trail Sp. Svs</u>	
13. <u>Public Paws</u>	<u>SPOE</u>	
14. <u>Patricia Sebanc</u>	<u>Sycamore Services</u>	
15.		

Cluster G Executive Committee Meeting Agenda July 11, 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) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Executive Committee Meeting Minutes
July 11, 2014**

Present: Holly Andria-Crossroads, Tamara Hardin-ProKids, Debbi Davis-SPOE, Jason Berty-CTC, Janet Ballard-IU, Michelle Coleman-COHHE, Joanne McDonough-Janus, Tiffany Dix-FDS Head Start, Angela Dick-SPOE, Teri Williams-Collab For Kids, Judy McKenzie-Pediplay, Nancy Holsapple-Old National Trail, Patti Sebanc-Sycamore, 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 meeting in January as well as the minutes from the Annual Meeting in May. Patti moved to approve the minutes as written. Holly made a second motion. The motion carried, and the minutes were approved. 	
Action Items Update	<ul style="list-style-type: none"> Annual Meeting schedule updated for 2014-2015 fiscal year and sent out to the council. Committee worksheets completed and updated by LPCC and will be shared with each committee. 	
Fiscal Report	<ul style="list-style-type: none"> Tammie reviewed the LPCC budget and noted that were on track. Tammie also informed everyone that the ProKids board will join us for the next LPCC meeting. The SPOE has spent 16% of its funds and is on target. The purchase of Cloud storage for the SPOE is included. It is private storage called Synology. Tammie also noted the creation of a lactation room for nursing mothers at the ProKids office. Michelle asked who the IT provider is for ProKids. Tammie informed that it is Sim2K. 	
SPOE Updates	<ul style="list-style-type: none"> Debbi described the Synology Cloud services in more detail, highlighting that it will eliminate the need for paper files going forward. The SPOE will also be adding providers to the new project management software, <i>Teamwork</i>, shooting for completion in November. This will hopefully allow for efficiencies in the SPOE at every level and will be more transparent for provider agencies. 	
LPCC Updates	<ul style="list-style-type: none"> Stacy updated the group regarding the Annual Meeting and Retreat. She told that group that Cheryl Bosma, ProKids Board member, was the keynote and delivered a very touching speech 	<ul style="list-style-type: none"> Committee to check dates in April 2015 for future Annual Retreat date

	<p>about early intervention and her experience with her son.</p> <ul style="list-style-type: none"> • Stacy asked those who attended how they felt the flow of the event went. Jason indicated that it would have been nice to have more time for the breakout time to discuss future goals etc... • Patti attended the breakout for the Public Awareness committee and felt it was good to cross collaborate between committees. She typically attends the Provider Issues committee and felt it was worthwhile to see what other committees are doing. • Stacy indicated that having the meeting in May was not a good month for the Transition committee members as they are wrapping up for the school year and very busy with IEPS etc. Typically the meeting is held in April, which has been better attended. There was a scheduling conflict this year. It was suggested that everyone should check April dates for next year and have school reps check their calendars early for availability. • Stacy indicated that the council used to invite newer people to the event, but the focus has become more of a retreat over the last couple of years. • Jason suggested the providers who have received a Pat on the Back Award be invited to the meeting. It is nice to recognize them publicly. Stacy indicated that the recognition has shifted more to agencies recognizing their staff who have received an award internally. We could easily extend an invite to providers again. • Katarina indicated that there are only about 8-10 Pat on the Backs per year being turned in. This is down from previous years. She reminded everyone that anyone can make a nomination. It was agreed that it should be shared more with agencies. The form is currently given to each family via the handbook received at IFSP and is posted on the cluster website. • Holly indicated that it would be nice to list the winners on the website for everyone to see. It would also be nice to have photos of new staff members at ProKids as well. • The venue was great once again. The food was catered by IndyAnna's and was excellent. 	
<p>Approval of Committee Decisions</p>	<ul style="list-style-type: none"> • The committee was comfortable with the direction that each committee is taking as a whole. 	

	Consensus was reached to continue in the current direction.	
General Updates	<ul style="list-style-type: none"> • Stacy shared that the new FSSA Secretary, Debra Minott, resigned. John Wernert, a Psychologist, will be replacing her. First Steps also has a new state consultant, David Brandon. • Stacy shared that she was contacted from state representative Robbin Shackelford's office regarding concerns with a "lack" of vision providers. Stacy share with her office that it is difficult to keep providers since they have not had a raise and very difficult to recruit. • Stacy also shared those advocating for the vision impaired community, would like to have a vision network much like the deaf and hard of hearing network. The incidences of vision loss are so low that it is difficult for First Steps to staff. • Nancy wanted to congratulate everyone in First Steps for doing such a great job! The schools are monitored by the DOE and for the last 5-7 years they have been in compliance due to the great job First Steps is doing with transition. • Teri gave an update on the status at Collab for Kids. There has been some turnover with the change in administration. Providers have stepped up to get things worked out in the office and keep things running efficiently. Teri will be the full time First Steps coordinator now and is in the process of hiring more therapists for the program. • Tiffany shared that the Decatur Early Head Start center will be closing and has moved to another location. Five Head Start classrooms will be returning this year. 	
Complaints/Concerns	<ul style="list-style-type: none"> • Stacy shared that there has only been one complaint concerning a parent having an issue with communication at the SPOE. Debbi indicated that the situation has already been resolved. 	
Announcements/Close	<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: January 9, 2015 11:30 am, ProKids

Respectfully submitted,
Katarina Groves