

# CENTRAL INDIANA FIRST STEPS

Exec Full Council Meeting

1/8/16 Date

Name	Agency	Changes to current contact info
1. Katarina Lawrence	LPCC	
2. Teri Williams	collab	
3. Holly Andrice	ESC	
4. Nichole Colen	ODHHS	
5. Marie Pace	Child Adult + Resource Services	
6. Jill Sanders	Accord	
7. Sarah Muir	RCDC	
8. Angelo Rist	SPOE	
9. Debi Deans	SPOE	
10. Karen BERTY	OTC	
11. TEM Holmes	Parent	
12. JASON BERTY	OTC	
13. Sammie	Accord	
14. Pamela Hums	CLF	
15. Victoria Ballard	IHS	

# CENTRAL INDIANA FIRST STEPS

\_\_\_\_\_ Meeting

\_\_\_\_\_ Date

	Name	Agency	Changes to current contact info
1.	Tiffany Dix	Head Start/Early HS	
2.	Willaine St. Pierre Sandy	Parent	
3.	Stacy Adams	LPCC	
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**Cluster G Executive Committee/Full LPCC Meeting Agenda  
January 8, 2016**

**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) Bylaws Changes**
- 9) Annual Meeting Planning**
- 10) Complaints/Concerns**
- 11) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Cluster G Executive/Full Council Committee Meeting Minutes  
January 8, 2016**

**Present:** Holly Andria-Easterseals, Debbi Davis-SPOE, Victoria Ballard-Indpls Healthy Start, Jason Berty-CTC, Karen Berty-CTC, Teri Williams-Collab for Kids, Michelle Coleman-CDHHE, Marie Pace-CARS, Jill Sanders-Accord, Sarah Muir-Riley Child Development Center, Angie Dick-SPOE, Terri Holmes-Parent, Deb Miller-Accord, Pam Humes-Covering Kids and Families, Tiffany Dix-Head Start, Willaine St. Pierre Sandy-Parent, Stacy Holmes-council, Katarina Groves-council

Agenda Items	Discussion	Action Items
<b>Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• The meeting was opened with introductions.</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Stacy directed everyone to review the minutes from the last meeting in October. Stacy asked for a motion to approve the minutes as written. Jason made a motion to approve the minutes as written and Pam seconded the motion. The motion was carried by the committee and the minutes were approved.</li> </ul>	
<b>Action Items Update</b>	<ul style="list-style-type: none"> <li>• No action items to report or discuss.</li> </ul>	
<b>Fiscal Report</b>	<ul style="list-style-type: none"> <li>• Debbi shared that the contract has been extended through April of 2017 by the state.</li> <li>• Debbi shared that the SPOE budget is in great shape. They have used about 45% of the budget.</li> <li>• She told the group that there has been considerable turnover at the SPOE. 11 coordinators have resigned since June. Team Leaders have been busy conducting interviews to fill the spots. There are currently still 4 vacant coordinator spots. As one can imagine, this has caused the work load to be very busy for coordinators who have had to pick up additional cases in the meantime. For this reason, the budget has looked better than normal with reduced staffing.</li> <li>• Debbi shared that maintenance and material supplies continue to decrease.</li> <li>• Stacy told the group that material and supply costs for the LPCC are a little higher than the typical benchmark in past budgets. She explained that the LPCC has ordered print supplies and other materials for the council.</li> <li>• She also said that there have been some unexpected shared building maintenance costs such as a water softener needing to be replaced, a fan in the bathroom and 3 furnaces this winter. Luckily</li> </ul>	

	<p>with the furnaces, ProKids was only responsible for the deductible.</p> <ul style="list-style-type: none"> <li>• Jason inquired whether there had been any word about the rate study for SPOEs? Stacy reported that there had been no news from the state office regarding the status of the study.</li> </ul>	
<b>SPOE Updates</b>	<ul style="list-style-type: none"> <li>• Debbi shared that she was not sure when the new RFP will be coming out due to the contract extension. It was understood that the rate study would be completed before the new RFP's were released, but Debbi stated she is not sure what the new timeline is based on the rate study delay.</li> <li>• She shared that an Interim Director has been named for the First Steps program. Debbi stated that she expected more information at the upcoming ICC meeting on 1/13.</li> <li>• Debbi informed the group that staff turnover-hiring, training, and covering caseloads- has been the main focus for the SPOE over the past few months. She asked for everyone's continued patience in the coming months as they get back to full capacity.</li> <li>• She shared that the November holdback report was submitted. She noted a few areas that may be of some concern. Our cluster cost per child has increased considerably over the past several quarters. She shared that this was at least partially due to a rule change prohibiting DT's from assessing children under the age of 9 months. DT's have largely been replaced by OT's. , As a result, DT services are down and OT services are up, which naturally would drive cost per child up. Debbi also stated that AT providers and provider agencies have reported that they are seeing more involved children, and explained that there are some data to support that. The percentage of children with medical eligibility and the percentage of children who transition to Part B services have both increased as cost per child has increased. .</li> <li>• Debbi shared that the maximum caseload for coordinators is 70. She shared that half of the coordinators are above this level as a result of turnover. Team Managers have been assisting and going on appointments as well to help with the load. With the child count increasing, and the open positions due to turnover, keeping caseloads low has been a challenge for the SPOE.</li> </ul>	
<b>LPCC Updates</b>	<ul style="list-style-type: none"> <li>• Stacy shared that one of the targets for the</li> </ul>	

holdback has changed for the LPCC. This is in regards to the percentage of infants and toddlers being served by the cluster. She explained that previous targets had a range of +/- .5%. The range has been tightened to +/- .25% of the projected targets.

- Stacy shared that there had been questions from the state regarding the MOA's with the local school districts. In the past, an MOA was signed yearly with every district. However, since 2011, the state permitted cluster Transition Committees to review them annually and let previous signatures stand if the group agreed that the MOA was still appropriate. The state's questions seemed to be centered on who was most appropriate to sign when changes had been made in districts that previously formed co-ops.
- Stacy directed everyone to the LPCC Bylaws to go over suggested changes from the state. The state wants a confidentiality and loyalty clause added to the bylaws. The state had inquired why the changes had not been made and she explained to them that the bylaws are reviewed annually at the Annual Meeting. The state's response to the holdback in the spring of 2015 where this issue was noted was received after the annual (and thus after the time bylaws were approved) last year. Stacy informed the state staff of this and noted that the bylaw changes were planned to take place at the next Annual Meeting.
- Stacy updated the group about what each committee has been working on.
  - Transition Committee- Stacy shared that the committee most recently had a meeting and Christmas party with a white elephant gift exchange which is always fun for everyone. She explained that the committee has been hosting transition forums for families for several years with great success. The last forum that was scheduled in October, however, was cancelled due to a lower than anticipated responses from First Steps families. We did not want to use school district and cluster resources with so few families RSVP'ing. Another forum is scheduled for March in Lawrence Township.

	<ul style="list-style-type: none"> <li>➤ <u>Public Awareness-</u> The committee continues to review data (SPOE data, state profile reports, and website data). She shared that the local website has been compromised which shut down the analytics function for the website for a while. The committee has agreed that Stacy will shop around for a template to use for the site. It has become a great challenge to manage the site and Stacy feels this will make the site more adaptable to different formats etc....The Family Outreach committee, which is an Ad Hoc committee of the Public Awareness committee, will not be meeting until this summer to start planning for the next reading event for First Steps families. This typically occurs in the fall.</li> <li>➤ <u>Provider Issues committee-</u> This committee provides a way for agencies and the SPOE to meet and discuss policies and issues. Stacy shared that most recently the committee hosted a meeting/training for ancillary providers in the cluster, such as nutritionists and psychologists. The state allowed these providers to remain independent when all other disciplines were required to join an agency, and the unintended consequence has been that they feel disconnected and on their own to figure things out. The committee decided to reach out to get feedback from them to see what is working and what is not. The meeting went very well in terms of bridging the gap and to get ancillary providers more connected in the cluster.</li> </ul>	
<p><b>Approval of Committee Decisions</b></p>	<ul style="list-style-type: none"> <li>• The group was comfortable with the direction of each committee. Everyone agreed with committee decisions and was in consensus to continue with planned strategies.</li> </ul>	
<p><b>Bylaw Changes</b></p>	<ul style="list-style-type: none"> <li>• Stacy shared the bylaws document with the suggested changes proposed by the state for the council’s review. She pointed out that any reference to the “RFF” has now been changed to “the state First Steps contract for Cluster G,” since it is a state contract now and not a grant.</li> <li>• Holly inquired what confidentiality referred to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacy will email out the proposed changes to the bylaws for the council to review prior to the Annual Meeting.</b></li> </ul>

	<p>exactly? Stacy shared that it was related to confidential child information and that the members should not go out and talk about a specific child or family for instance. As an example, she shared that Michelle, a parent who had served on the council, handled mailings. She should therefore not go home and talk about the families, etc.</p> <ul style="list-style-type: none"> <li>• Stacy explained that she would send out the proposed bylaw changes to the entire council prior to the Annual Meeting where there would be a final vote. She asked everyone to look for errors or formatting issues as well.</li> </ul>	
<p><b>Annual Meeting Planning</b></p>	<ul style="list-style-type: none"> <li>• Stacy asked the group to start thinking about the Annual Meeting for this year. She shared that the meeting has typically taken place in March, April, or May. For the last several years it has been at the Washington Township Education Center. Everyone who has attended in the past agreed that this has always been a good location and has easy access to the highway. Stacy said that she would check with Annemarie Fessler at Washington Township to see if she could reserve the room for the council as she has done in the past.</li> <li>• The group agreed that either April 15<sup>th</sup> or the 22<sup>nd</sup> would be ideal.</li> <li>• Stacy shared that there has been an inspirational speaker in the past. Connie Merkel and Sheryl Bosma have both spoken and given moving testimonials to the benefits of early intervention.</li> <li>• The group agreed that they enjoyed the format from the last meeting and agreed that it should be continued.</li> <li>• Willaine agreed to speak at this year's meeting as a parent of a child who has gone through the program.</li> <li>• Stacy asked the group if they would like to continue with the same award categories as in the past. The group agreed that this is a nice feature of the meeting and would like to continue.</li> <li>• It was agreed that all physicians who are acknowledged by SPOE staff should be recognized at the meeting. Whether this is a verbal acknowledgement or even receiving a certificate that they can frame at their office would be nice.</li> <li>• It was also agreed that the Pat on the Back Awards given by the council should be more widely publicized. Jason recommended that each agency</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacy will check with Washington Township to see if the meeting room can be reserved again this year and will confirm a date.</b></li> <li>• <b>SPOE staff will be asked to nominate physicians who have contributed to the awareness of the program.</b></li> </ul>

	<p>could pick a provider that they would like to honor at the meeting. Each SPOE team could pick a coordinator as well to recognize.</p> <ul style="list-style-type: none"> <li>• Stacy shared that the council is in need of representatives for the Executive Committee in Tipton, Hamilton and Marion Counties. Willaine said she would be willing to represent Hamilton County, Terri said she would represent Tipton and Victoria said she would represent Marion. Stacy shared that the responsibilities of an Executive Council Member is to be available when there is a need for a quick meeting on an issue and it would be difficult to get the full council together. Voting for the open positions for the Executive Council will occur at the Annual Meeting.</li> <li>• Jason wanted to ensure that the Ancillary Providers are invited to the Annual Meeting as well as others who might be interested in joining.</li> </ul>	
<b>Complaints/Concerns</b>	<ul style="list-style-type: none"> <li>• Stacy shared that concerns and complaints have gone down considerably since the last meeting.</li> <li>• She shared that there had been a few complaints concerning late/missing exit scores from providers.</li> <li>• There was one case where services did not start within the 30 day requirement.</li> </ul>	
<b>Announcements/Close</b>	<ul style="list-style-type: none"> <li>• Pam shared that the Covering Kids and Families program is very busy right now with the Insurance Marketplace getting ready to close January 31<sup>st</sup>. They will be hosting an enrollment event on January 25<sup>th</sup>.</li> <li>• Terri shared that Collab for Kids has doubled their outpatient clinic. They serve children through adulthood.</li> <li>• Willaine shared that the ARC is working on utility assistance for families with special needs.</li> <li>• Victoria shared that on February 18<sup>th</sup>, Healthy Start will resume their community meetings and trainings. They are working on a community engagement plan to spread the word about the program and have packets of information for the public.</li> <li>• Michelle shared that the CDHHE has a new director- Kristine Moody.</li> <li>• Jason shared that CTC has hired two social workers that are willing to serve throughout Cluster G.</li> <li>• No further business to discuss, the meeting was adjourned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Next Meeting: Annual Meeting, Time and location to be determined.</b></li> </ul>

Respectfully submitted,  
Katarina Groves

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