

# CENTRAL INDIANA FIRST STEPS

Executive Council Meeting

7/10/15 Date

Name	Agency	Changes to current contact info
1. <i>Janice Hardin</i>	<i>ProKids</i>	
2. <i>Angela Pick</i>	<i>SPOE</i>	
3. <i>Teri Holmes</i>	<i>Parent</i>	
4. <i>Teri Williams</i>	<i>Collabo</i>	
5. <i>Stacy Adams</i>	<i>LPCC</i>	
6. <i>Patricia Delano</i>	<i>Sycamore Services</i>	
7. <i>Ashley Roper</i>	<i>CFC</i>	
8. <i>Dubbi Davis</i>	<i>SPOE</i>	
9. <i>Tiffany Dix</i>	<i>Head Start</i>	
10. <i>Marcie Kice</i>	<i>Head Start / EHS / H&amp;H / Hy Practices</i>	
11. <i>Summer</i>	<i>Accord</i>	
12. <i>Janay Mbozy</i>	<i>HOI</i>	
13. <i>Victoria Bullen</i>	<i>Indianapolis Headby Start</i>	
14. <i>Wilaine St. Pierre Sandy</i>	<i>Parent Community</i>	
15. <i>Katarina Williams</i>	<i>LPCC</i>	
<i>Holly Andria</i>	<i>ESC</i>	

**Cluster G Executive Committee/Full LPCC Meeting Agenda  
July 10, 2015**

**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) Complaints/Concerns**
- 9) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Cluster G Executive/Full Council Committee Meeting Minutes  
July 10, 2015**

**Present:** Holly Andria-Easterseals, Tamara Hardin-ProKids, Debbi Davis-SPOE, Angie Dick-SPOE, Terri Holmes-Parent, Patti Sebanc-Sycamore Services, Nancy Moore-Kids Only, Victoria Ballard-Indpls Healthy Start, Willaine St.Pierre Sandy-Parent, Jason Berty-CTC, Tiffany Dix-FDS Head Start, Teri Williams-Collab for Kids, Deb Miller-Accord, Marie Pace-CARS/Head Start, Stacy Holmes-council, Katarina Groves-council

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Items</b>
<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 January. Holly made a motion to approve the minutes as written and Terri seconded the motion. The motion was carried, and the minutes were approved.</li> </ul>	
<b>Action Items Update</b>	<ul style="list-style-type: none"> <li>• No action items to report.</li> </ul>	
<b>Fiscal Report</b>	<ul style="list-style-type: none"> <li>• Tammie reported that the LPCC has spent 10% of their budget as of the new fiscal year starting in May. This is as expected at this point. The benchmark is 12% . She noted that the LPCC budget has been increased and that Katarina has moved back onto the budget 100%. She used to be split equally between UTS and the LPCC.</li> <li>• Tammie shared that the SPOE is spending as expected. There have been no changes with personnel expenses. She noted that equipment costs continue to decrease, as well as paper supply costs, as a result of going paperless.</li> <li>• Rent/utility costs have been absorbed by the SPOE and LPCC from the shared UTS costs.</li> <li>• The Assessment Team has been understaffed which has been rough programmatically, but good for expenses. It was a good year and the team was able to pay the SPOE back \$43,000. She is hoping that the team will generate some revenue to assist the SPOE in the future.</li> <li>• Tammie shared that September 30<sup>th</sup> will be her last day with ProKids. She has enjoyed working with everyone, but it is time for her to move on to other things. She informed the group that her responsibilities will be shared by Debbi, Stacy and Terri going forward. Debbi will assume the Executive/SPOE Directorship position, Stacy will be the Assistant or Deputy Director, as well as</li> </ul>	

	<p>continue to serve as LPCC Director, and Terri will have more accounting responsibilities and continue with her HR/Payroll duties. She shared that Stacy will focus on facility related responsibilities. She said that she will return October-December on a monthly basis to assist with the transition.</p>	
<p><b>SPOE Updates</b></p>	<ul style="list-style-type: none"> <li>• Debbi shared that there has been some turnover lately. Referrals are up and the child count has been climbing. . She noted that the SPOE has increased staff by one service coordinator to try to keep on top of the increasing numbers and to help during staff turnover.</li> <li>• She shared that they are working hard to get the AT schedule caught up. The combination of open positions and increased referrals has caused a backlog in the schedule that is difficult to correct. It has been rough, but a full time PT has just been added. This will hopefully free Polly up some more to be back in the office for more administrative duties as well as add some capacity to the AT staff. Debbi stated that improvement in the AT schedule is a priority, as the backlog affects everyone in the system including families, SPOE staff, and provider agencies. She also stated that some of the issues with AT's are statewide, and the SPOE workgroup continues to work with state staff to address the problems.</li> <li>• Debbi shared that the state requires a performance report from clusters twice a year, and there is potential for money to be withheld if performance is not up to the State standards. She informed the group that at the last holdback, the state withheld \$10,265 related to the 45 day timeline requirement. This is the first time that the SPOE has had money withheld, and the issue is directly related to the AT schedule. She shared that Angie is monitoring the 45 day timeline and improvements are expected as the scheduling backlog is resolved.</li> </ul>	
<p><b>LPCC Updates</b></p>	<ul style="list-style-type: none"> <li>• Stacy shared with the group that no money was withheld from the LPCC at the last holdback.</li> <li>• She noted a couple of items to monitor. The state used to require that 3% of children with a disability be served in the region and the cluster was always on the high end with this standard. The state has increased the 3% to 3.84% of children under three should be served and the cluster is at 4.07%. This is something to keep an eye on. She also noted that the state has increased the amount of infants</li> </ul>	

served from 1.3% to 1.57%.

- It was noted at the last holdback that there wasn't a confidentiality agreement in the bylaws, and it has been added as requested by the state.
- Stacy updated the group about what each committee has been working on.
  - Transition Committee- There is always light attendance during the summer due to school breaks. Transition Forum planning is under way for the upcoming school year. Stacy described the forum as a parent information event where families can tour a classroom, view a mock case conference and talk to school representatives. There has been very good parent turnout recently and the committee has decided to do two events this fiscal year. Providers are always welcome as well. There will be an event on November 5<sup>th</sup> at Pike Township.
  - Public Awareness- The committee has been reviewing the new state targets and are discussing at the best awareness route to take in light of the fact that we are still so close to the new targets. There has been discussion to get marketing materials out to maternity wards.
    - The Family Outreach committee which is an Ad Hoc committee of the Public Awareness committee is working on an annual Reading event for First Steps families. Stacy shared that it is a carnival type atmosphere with a hayride, animals, crafts and free books for each child. The next event will be on September 19<sup>th</sup> at 10am at Crossroads who has partnered with the cluster for many years now. There are typically about 150-200 people in attendance. The committee is discussing using the event to reach out to families more and get them involved on the council.
  - Provider Issues committee- This committee primarily focuses on SPOE/ Agency processes. Discussion in the committee has centered on how to get the Little Seven providers more connected and on the same page with expectations. It is difficult since many are independent

	<p>and not affiliated with agencies . The committee is also looking into what can be done with interpretation for the exploding Burmese population. The committee would also like to look into doing trainings once again for providers.</p>	
<b>Approval of Committee Decisions</b>	<ul style="list-style-type: none"> <li>The committee was comfortable with the direction the council is taking as a whole. Everyone agreed and was in consensus.</li> </ul>	
<b>Complaints/Concerns</b>	<ul style="list-style-type: none"> <li>Stacy shared that there have been 19 complaints since the beginning of the year which is a big increase. She informed the group that everything is considered an allegation. The state is requiring that all issues that arise in the cluster be noted on the.</li> <li>She shared that some of the complaints are related to a lack of provider coverage in Hendricks County. There has been an issue with a report, as well as delinquent reports.</li> <li>Stacy assured the group that she does notify the agency if there is a complaint filed against a provider and that she believes that the state is looking for patterns of issues from providers and agencies.</li> </ul>	
<b>Announcements/Close</b>	<ul style="list-style-type: none"> <li>Marie shared that she currently has 5 counties with Head Start and Early Head Start classes and 3 counties with full year home based programs. She has full day childcare in all counties except Putnam right now. She shared that Healthy families in Morgan County is very busy with 46 moms who have been identified with a high depression screen. She shared that anyone who scores a 10 or higher must be referred to a doctor and many score as high as 20 on the inventory. This impacts the children and there has been an increase in reporting to DCS. This is difficult for case managers to handle. She also shared that performance standards for Head Start are currently out for public comment for 60 days. There is a push for full day programs but with no additional funding. This would mean limiting the amount of kids that could be in the program.</li> <li>Patti shared that they are in need of SLP's in Hendricks County. She suggested a training for providers on when to make a referral toDCS. She also thought it would be good to have training on other community resources for families before they reach DCS.</li> </ul>	<ul style="list-style-type: none"> <li><b>Next Meeting: October 2, 2015 at 11:30am. ProKids Inc.</b></li> </ul>

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|  | <ul style="list-style-type: none"><li>• Terri shared that Collab for Kids has hired an SLP. Currently need PT's and OT's.</li><li>• Tiffany shared that Marion County Head Start has moved to full day classes. One and a half years ago they went to a 4 day program, but now they are asking to go back to a 5 day program hopefully this upcoming school year.</li><li>• Willaine shared that she hoped that the council would help get the word out more to doctor's about the First Steps program.</li><li>• Victoria shared that all Healthy Start program packets have First Steps information inside to help get the word out.</li><li>• Holly shared that Lori Harter PT, is going to ProKids, so she is in need of a PT. She shared that there is a new south side location on Thompson and Emerson near Roncalli High School. There is an ABA approved playground, early childhood program, Adult Day Services and Veteran's services.</li><li>• Deb shared that Accord serves Johnson, Bartholomew and Jackson Counties in the First Steps program.</li><li>• Jason shared that they will be moving their facility in the fall. They will have expanded classroom space as well as office space.</li><li>• No further business to discuss, the meeting was adjourned.</li></ul> |  |
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Respectfully submitted,  
Katarina Groves