

CENTRAL INDIANA FIRSI STEPS

Executive Full Council Meeting

January 9, 2015 Date

Name	Agency	Changes to current contact info
1. JASON BERRY	OTC	
2. Andy MCKENZIE, AT	Pedisplay	
3. Debb Davis	SPCE	
4. Katarina Leavitt	LPCC	
5. Teri Williams	collab	
6. Ashley Andrews	ESA	
7. Greg Gregory PT.	Construction/Soce	
8. Josh Miller	Accord	
9. Gill Sanders	Accord	
10. Marie Pace	Child Adult Resource Services	
11. Polly Anne	SPCE	
12. Katie Potter	SPCE	
13. Tamara Hoffman	Proflicts	
14. Nichelle Fite	Parent	
15. Taneka Edwards	Toddler's Choice	

Tiffany Dix

Head Start

**Cluster G Executive Committee/Full LPCC Meeting Agenda
January 9, 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) Annual Meeting/Retreat**
- 10) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Executive/Full Council Committee Meeting Minutes
January 9, 2015**

Present: Holly Andria-Crossroads, Tamara Hardin-ProKids, Debbi Davis-SPOE, Jason Berty-CTC, Tiffany Dix-FDS Head Start, Teri Williams-Collab For Kids, Judy McKenzie-Pediplay, CJ Gregory-Cornerstone/Sycamore, Deb Miller-Accord, Jill Sanders-Accord, Marie Pace-CARS/Head Start, Polly Hines-SPOE, Katie Potter-State Staff, Michelle Fetes-Parent, Tameka Edwards-Toddler’s Choice, 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 in October. It was noted that Brian Funk’s name had been misspelled-A correction will be made to the minutes. Jill made a motion to approve the minutes as written with the aforementioned change. Jason seconded. The motion carried and the minutes were approved. 	
Action Items Update	<ul style="list-style-type: none"> • No action items to report. 	
Fiscal Report	<ul style="list-style-type: none"> • Tammie informed everyone about the news that the Unified Training System (UTS) contract had not been renewed by the state and was not awarded to anyone. Training going forward will be decentralized and the state is working on a plan going forward. Providers were directed to print off their transcripts prior to the UTS website being taken down and the state has been provided with these records as well. December 31st was the last day for the UTS grant. Tammie stated that she was very proud of the work that had been done by UTS over the last 11 years. They offered a host of offerings for training both online and onsite. An FSSA audit will be conducted soon on the program. • Tammie informed the group that the SPOE and LPCC budgets have been affected by the UTS grant going away. There were shared costs that the UTS grant helped cover such as rent, insurance, equipment and audits. This amounts to about \$58,000 a year that will need to be absorbed. • Tammie directed everyone to review the budget summaries. She stated that they are as expected and actually a little lower than expected at this point in the fiscal year which runs from May 1st 	

	<p>through April 30th.</p> <ul style="list-style-type: none"> • She reported that the SPOE has gone paperless. This is a projected \$20,000 savings, mostly from materials and supplies. The SPOE has been able to reduce the number of copiers which is a \$9500 savings over the year. She had projected \$15,000 for postage and it is at \$6,000 to date. • Tammie reported that the Assessment Team is doing well. It is helpful that there have been no snow days and cancellations to contend with. They had been operating under-staffed for a while, which is not ideal but does help to save some money. The SPOE has subsidized the Assessment Team upwards of \$20,000 in the past, but it is looking like this will not be necessary this year. • Tammie stated that she is not terribly concerned about the short term, as a lot of big expenses shared by UTS have already been paid. However, looking long-term is much more complex. The ProKids board will be meeting next week. Space is a big issue, because it costs money and when it is not in use this is a problem. There is a long-term lease with 3 years left. Losing UTS and going paperless has and will continue to empty out the space used for paper files, so we will continue to need less and less space. Tammie discussed a possible sublet to an outside organization. There is no easy way to restructure the office space with equipment in the back and the restrooms and kitchen on the other end of the facility, as well as the cost of doing so. • Jason asked Tammie if the AT budget is included in the SPOE budget, to which Tammie replied that it has a separate budget entirely. They have brought in \$650K so far this year. Since 2011, the SPOE has subsidized the team by \$43,000 total. She stated that Cluster G is the only SPOE that employs the AT rather than contracting. • She stated that the AT is fully staffed right now. • Judy asked how long a change request should take. Debbi stated that they actually have a full quarter to address a change request per the state. 	
<p>SPOE Updates</p>	<ul style="list-style-type: none"> • Debbi stated that it has been very quiet in the cluster recently. • She introduced Polly Hines PT and new AT manager. She stated that she would be in the field 2 days a week and in the office 3 days a week. She has been in her new position for about a month 	

	<p>now and is getting acclimated. The team is getting caught up now since being fully staffed. Polly introduced herself and is looking forward to working with everyone and making sure that communication between agency and AT providers is a priority.</p> <ul style="list-style-type: none"> • Debbi informed the group that last quarter the SPOE was below 96% on the 45 day timeline standard. She stated that this is a first, and a lot of it has to do with the ED team schedule. She informed the group that scheduling is getting caught up and she is continuing to work with the state and other clusters to explore loosening some of the constraints that make it difficult to meet the timeline at times. • Debbi stated that the TEAMWORK online management system is up and running and providers were added in November. People appear to like the system as a general rule. They are completely paperless now. She stated the productivity is greatly improved with coordinators able to work in the field more. • Tammie shared that billing for the AT is better and much quicker now. Less prone to errors as well. • Jason asked if there had been a change in the make-up of the AT. Are there any DTs? Debbi shared that there are 2 on staff currently. She also shared that Alicia and Angie, team leaders are DT's who can fill in as well as Kristy a service coordinator. DT's just are not used as much because DT can be added to IFSP's without an assessment and DT's are not able to assess infants below 9 months of age, which is about 1/3 of referrals. 	
<p>LPCC Updates</p>	<ul style="list-style-type: none"> • Stacy updated the group about what each committee has been working on. <ul style="list-style-type: none"> ➤ <u>Transition Committee</u>- Had a meeting and Christmas party last month. This is such a fun group! There will be a parent transition forum in March. Still working out all the details. School representatives feel that it would be extremely beneficial for providers to attend these forums to see what happens in the school system. The next one will occur at Southside Special Services. ➤ <u>Public Awareness</u>- Have been looking at the number of referrals per county as well as the numbers served by each county. 	

	<p>Surprisingly, Marion does have the highest percentage, but rather Hendricks does. She has also started a Facebook page at Central Indiana First Steps.</p> <ul style="list-style-type: none"> • The THINK meeting, or Tipton, Hamilton Intervention Network for Kids meets quarterly in Tipton. The focus is highlighting resources in the area and having a speaker at every meeting. Stacy shared that she would be attending the Systems of Care committee as well. Marie shared that there is one in Morgan as well and would have Teresa Collins get this information to council coordinators. • The ASQ-3 continues to go out to families identified by DCS. Michelle continues to assist with this. We typically receive several back with each mailing, but only about 1-3 of the ones returned actually yield referrals. The Family Outreach committee which is an Ad Hoc committee of the Public Awareness committee is on a recess currently but will pick up again in the spring. <p>➤ <u>Provider Issues committee-</u> This committee has become a provider/SPOE relations committee and an avenue to get state updates and cluster updates. Stacy shared that TEAMWORK is up and running.</p> <ul style="list-style-type: none"> • Stacy shared that the most recent holdback was submitted in November. Katie stated that there should be a response from the state soon. • Stacy shared that the state had wanted to know why there are not more complaints/concerns in the cluster. Stacy shared with the state that they try to work out the issue locally first and exhaust this process first, before causing agencies to have a permanent record for sometimes seemingly minor infractions. 	
<p>Approval of Committee Decisions</p>	<ul style="list-style-type: none"> • The committee was comfortable with the direction the council is taking as a whole. Stacy called for consensus. All members present were in consensus to approve the committee decisions 	
<p>Complaints/Concerns</p>	<ul style="list-style-type: none"> • Stacy shared that there had only been two formal complaints/concerns in the last quarter. One family wanted to change provider agencies feeling that another agency to meet the unique needs of 	

	<p>their child better. The issue was resolved and the family switched agencies. The most recent complaint was a family accusing a provider of stealing medication and the police will be involved.</p>	
<p>Annual Meeting/Retreat</p>	<ul style="list-style-type: none"> • Stacy shared that in light of money being so tight, she is not sure about the Annual Meeting format this fiscal year. The bylaws state that there has to be a meeting in the spring. • Tammie interjected that the council did well with the cost of the last Annual meeting. Food was the biggest cost, but really got a good deal from the caterer. She stated that she would like to see a meeting again to thank all the volunteers properly. • Stacy stated that the council could look into the Washington Township Educational Center again since it is free. • The target would be for April this year so that the school representatives could attend as well. • The committee agreed to the same structure for the meeting as last year (awards and then planning). • It was raised that potential recruits for the council should be invited as an introduction to the council. Attendance was down last year since school reps were not in attendance and new recruits were not there as well. It was suggested that members bring a guest. • Jason shared that he liked the brainstorming portion of the meeting and then take this information to the first meeting for each committee. • Judy shared that she enjoys hearing from a state representative. • Jason suggested inviting an ICC member such as Danny the President. • It was discussed that the winners of the awards should be notified early in order for them to have a chance to attend. • Stacy shared that the same doctor had one two years in a row. We had been basing the winner on the number of referrals per doctor. It was suggested that the service coordinators could be polled since they work so closely with doctors to get nominees. • Judy recommended inviting vendors to the meeting. 	<ul style="list-style-type: none"> • Council staff will begin to plan for the Annual Meeting and find a venue and date.
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Holly shared that Crossroads is now partnering 	<ul style="list-style-type: none"> • Next Meeting:

	<p>with Handicapable Hands on the southside to expand their adult programming. They will be moving and expanding a facility at Thompson and Emerson near Carson.</p> <ul style="list-style-type: none">• No further business to discuss, the meeting was adjourned.	<p>Annual Meeting In April. Time and location to be determined.</p>
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Respectfully submitted,
Katarina Groves