

CENTRAL INDIANA FIRST STEPS

Fall Council Meeting

10/3/14 Date

Name	Agency	Changes to current contact info
1. Michelle Fite	Parent	
2. Patti Sebanc	Spanmore Sevs	
3. Katie Potter	care	
4. Sarah Muir	Riley Child Development	
5. Stacy Hahn	LPCC	
6. Molly Cleek	Kids Only	
7. Judy McHenry FT	Reshplay	
8. Debra Davis	SPOE	
9. Jason Berry	GTC	
10. Teri Williams	collab	
11. Holly Anselit	ESC	
12. Katarina Suarez	LPCC	
13.		
14.		
15.		

**Full LPCC Meeting Agenda
October 3, 2014**

- 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) General Updates**
- 10) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes
October 3, 2014**

Present: Holly Andria-Crossroads, Jason Berty-CTC, Sarah Muir-Riley Child Development Center, Katie Potter-State Consultant, Michelle Fetes-Parent, Patti Sebanco-Sycamore Services, Molly Cleek-Kids Only, Teri Williams-Collab For Kids, Judy McKenzie-PediPlay, Debbi Davis-SPOE, 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 the committee to review the minutes from the last meeting. Michelle made a motion to approve, Jason seconded, and the motion carried. 	
Action Items Update	<ul style="list-style-type: none"> • Stacy shared that she did not have anything new to report regarding the Annual Retreat for this Fiscal year and will table the subject for another time. 	
Fiscal Report	<ul style="list-style-type: none"> • Stacy directed everyone to the SPOE and LPCC budgets and shared that there wasn't anything new to share. The budget is on track for the year. She pointed out an audit expense. 	
SPOE Updates	<ul style="list-style-type: none"> • Debbi shared that the SPOE is working on adding ongoing providers from agencies to <i>Teamwork</i> and will be going completely paperless. It is felt that communication and accessing information will be a lot easier once everyone is using the new system. • Debbi shared that Brain Funk, AT Manager, has resigned and taken a position outside of First Steps. She praised him for his efforts in getting the <i>Teamwork</i> system rolling and being a great asset to the team. She shared that she will be filling the manager position in house. • Debbi shared that she recently hired a new SLP and also has a PT opening. Open positions create significant scheduling challenges. Debbi has discussed the scheduling issue with agencies and State staff, so everyone is aware of how it is being handled. • Debbi praised the new <i>Teamwork</i> system for saving the SPOE some money in printing costs, and they were able to recently get rid of several copiers which amounts to a savings of \$1200/month. 	
LPCC Updates	<ul style="list-style-type: none"> • Stacy explained for the group that every committee has been designed to address particular outcomes that have been outlined by 	

the state and need to be met. She provided a summary of each committee's work:

- Public Awareness/Family Outreach – Stacy shared that the committee focuses on SPOE and Website data at meetings. Most recently, the group reviewed all of the marketing materials that have been used past and present. Many in the group feel that social networking was the way to go. The Family Outreach Ad Hoc committee most recently held their Reading event on September 20th in conjunction with the Crossroad Guild. There were free books for the kids, hay ride, apples, crafts and the Optic Nerds musical group performed. The Guild agreed to pickup more of the cost towards the event which was very helpful. 300 people made reservations to come and about 200 showed up. Great turnout! Made an effort to recruit families for the council at the event. A couple of people are interested and Stacy will follow up with them. Stacy also shared the council's involvement with the THINK meeting up in Tipton. It is held quarterly at the Pizza Shack and is a great way to stay connected up in that area. Have speakers at each meeting such as 211, the health Department and Open Arms Shelter to name a few. Judy shared that her sister has attended in the past and wanted to make sure she is still on the email list for that group.
- Transition – The committee met in September (which seems like the first meeting since attendance is low during the summer meeting with school schedules). They are working on the Next Steps Transition Event which will be held in March. It is an event for families to come and check out the schools and see what it is all about. The group is hoping to hold the event at Southside Special Services of Marion County(Formerly RISE), with IPS being a back-up to host the event. This group is also planning on holding a fall event next year due to the popularity of the event. More planning will be in the works.
- Provider – this committee focuses primarily on SPOE/Agency relations. Most recently they have been reviewing the *Teamwork* process with agencies to implement in house. Also reviewed the most recent QIP.

	<ul style="list-style-type: none"> • <u>Executive/Full Council</u>- These committees' meeting times alternate quarterly throughout the fiscal year. Stacy explained that the Executive committee takes a look at how we function as a council and can be brought together if a vote is needed on something. 	
Approval of Committee Decisions	<ul style="list-style-type: none"> • Stacy explained the function of the full council's role to provide oversight of all the committee's activities. She asked the group if they agreed with the work that was being done in each committee. She asked for a motion to approve. Jason made a motion, Patti seconded, and the the motion carried. 	
Complaints/Concerns	<ul style="list-style-type: none"> • Stacy shared that there were no complaints to share. She has seen a steady decrease in complaints. Jason shared that it was probably due to the fact that agencies are now handling issues before they escalate to that point. Debbi concurred and said that there has been a huge improvement since agencies took over. 	
General Updates	<ul style="list-style-type: none"> • Stacy shared that Kathy McDowell has retired. Terri Holmes, former service coordinator, has taken over her position. • Judy shared that PediPlay will be doing a presentation for FUSE. • Stacy shared that referrals for older children are up, whereas infant referrals are down. The Cluster is currentlu doing ok, however, on this standard. • Stacy encouraged agency members to attend other committees. It is always good to get their input in other areas. Patti asked what the purpose would be for an agency representative to attend a Transition meeting. Stacy shared that it is good for agencies to understand the transition process from the school's perspective as well, so that providers are sharing correct information with families. 	
Announcements/Close	<ul style="list-style-type: none"> • Katie shared that the state is conducting QR visits. They are looking to hire another state consultant. • There were no other announcements and the meeting was adjourned. 	<ul style="list-style-type: none"> • Next Meeting: January 9, 2015 @ 11:30am at ProKids

Respectfully submitted,
Katarina Groves