

# CENTRAL INDIANA FIRST STEPS

Annual LRCC Meeting

5/2/14 Date

Name	Agency	Changes to current contact info
1. Sheneta Cantre II	MCPHD/BABE	
2. Dubbi Davis	SPOE	
3. Teresa Collins	MCPH C.A.R.S. Kadstorf	
4. Janneke Danuagh	Janus	
5. Cheryl Bosma	Prokids boards	
6. Chris Bosma		
7. Cathie Robinson	FSAH/BOIS	
8. Jill Sander	Accord	
9. Charlotte Anokwa	The Villages Healthy Families (MOM Project)	
10. Angela Dick	SPOE	
11. Jason Berry	GR	
12. Kaeer Berry	GR	
13. Natali Newlin	PediPlay	
14. KELLY ROSALES	PEDIPLAY	
15. Patti Sebanc	Sycamore Services	

# CENTRAL INDIANA FIRST STEPS

Annual CPCC Meeting

5/2/14 Date

Name	Agency	Changes to current contact info
1. Laura Lay	TRC, Padipaw	
2. Annemarie Fisher	MSD Wash. Twp	
3. Renee Laska	Polkida	
4. Annie Hardin	Proffitt	
5. Holly Andrews	Crossroads	
6. Pamela Huns	Covering Kids & Families	
7. Ryan Keen	SSSMC	
8. Tanya Burris	MSDT	
9. Nichole Kelley	Whites Residential & Family	
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**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Cluster G Full LPCC Meeting Minutes/Annual Retreat  
May 2, 2014**

**Present:** Natalie Newlin-PediPlay, Kelli Rosales-PediPlay, Patti Sebanco-Sycamore Services, Holly Andria-Crossroads, Joanne McDonough-Janus/Riverview, Jason Berty-CTC, Karen Berty-CTC, Pamela Humes-covering Kids and Families, Jill Sanders-Accord/Kids Only, Annemarie Fessler-Washington Township, Angie Dick-SPOE, Debbi Davis-SPOE, Rhonda Cantrell-MCPHD/BABE Program, Teresa Collins-CARS/Head Start, Cheryl Bosma-ProKids Board, Chris Bosma-Guest, Cathy Robinson-FSSA/BDDS, Charlotte Hnokwa-Villages/Healthy Families, Laura Ray-TTLC/PediPlay, Renee Jarboe-UTS/ProKids, Tammie Hardin-ProKids, Ryan Keen-SSSMC, Tamara Burriss-MSDLT, Nichole Kelley-Whites Residential & Family Services, Stacy Holmes-council, Katarina Groves-council

Agenda Items	Discussion	Action Items
<b>Welcome/Introductions/ Speakers/Awards</b>	<ul style="list-style-type: none"> <li>• The meeting was opened with introductions and an ice breaker.</li> <li>• Cathy Robinson and Cheryl Bosma addressed the group.</li> <li>• The Executive Committee members were acknowledged.</li> <li>• The Pat on the Back recipients were acknowledged from the past year.</li> <li>• Stacy presented the Community Award to the Crossroads Guild for their support of the council and helping put on the First Steps to Reading Fun event every year.</li> <li>• Stacy presented this year's Physicians award to Dr. Sheila Stewart-Whack who although she was unable to attend, she wanted to express her gratitude to the program and that her whole office was responsible for promoting the First Steps program.</li> <li>• Stacy presented awards to our parent volunteers: Mark and Kristin Guarino, Julie Rockwood and Michele Fetes for their outstanding service and commitment to the LPCC.</li> </ul>	
<b>LPCC Planning</b>	<ul style="list-style-type: none"> <li>• Stacy asked the group to review the meeting minutes from the last full council meeting. Patti S. made a motion to accept the minutes as written, Karen Berty made seconded the motion and the council approved the minutes.</li> <li>• Stacy made the committee aware that the contract has been completed and turned in to the state.</li> <li>• Stacy informed the group that the last holdback report was completed in March and no funding was</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will update LPCC meeting schedule for committees for the new fiscal year.</li> <li>• LPCC staff will compile the information from each committee to</li> </ul>

withheld from the SPOE or LPCC.

- Tammie H. thanked Cheryl Bosma for speaking and all her support as a ProKids Board member. She has been with the board since 2003. Tammie expressed her thanks to all the board members and their support and help through challenges. She thanked Stacy and Debbi for doing such a great job with the budgets they have to work within. They are instrumental in leading the program and the LPCC in turn helps guide them. She went on to inform the group that there was a total of \$12.75 left from the last contract and thanked the group for another very successful year.
- Stacy shared a diagram of the LPCC structure with the full council as a reminder of its function. She informed the group that The council is a local version of the state's Interagency Coordinating Council (ICC), and the LPCC is set up to advise the local First Steps program. The LPCC and SPOE must achieve the RFF outcomes that are laid out by the program in order to receive funding.
- Stacy asked the LPCC members to review the Bylaws. The Bylaws had been emailed out to the full council in advance with recommended changes. Stacy directed everyone to pay particular attention the highlighted areas. Stacy informed the group that if they have completed a membership form for the council, they are eligible to vote. Laura R. Made a motion to accept the bylaws as written, and Joanne seconded the motion. The bylaws were accepted as written.
- Stacy directed everyone to breakout in their committee for discussion around next year's goals. She asked everyone to look at their committee's outcome to determine if they are on track and if anything needs to be changed for this next fiscal year. She also asked everyone to look at their committee's meeting time to see if they would like to change it.
- Each committee reported back to the group. The Provider Issues Committee agreed to keep the same meeting schedule of the first Friday of the month on a quarterly basis at 9:30am. The general consensus in the discussion was surrounding content for meetings and what that should be. The meetings will continue to be a way for the SPOE and agencies to meet and discuss policies and issues as well as look at data. In particular, the

have ready for the first meetings.

cost per child issue is an important one for the committee to look at individually as an agency and as a group. The group stressed the importance of teamwork and making sure that the whole team is communicating with one another effectively and making sure everyone is familiar with the new *Teamwork* system. Katarina asked everyone to start thinking about how the LPCC can assist the SPOE and agencies with these areas of focus. The Transition Committee agreed to keep the meeting schedule the same with meeting the second Wednesday of the month each quarter at 9am. The group discussed the possibility of adding another Next Steps Transition Event in the fall since the spring event has been such a huge success. Maybe sometime in October? It was agreed that the SPOE and Preschool coordinator meetings have been a huge success in the past. These meetings have been a way of making sure that schools and service coordinators are on the same page with procedures etc. There has been a turnover at the SPOE so it is good to meet and put a face with a name. The Public Awareness and Child Find Committee agreed to keep the meeting time the same of the third Monday of every other month at 9am. Discussion centered on data and referrals in particular. The group noted that referrals are down for WIC and Healthy Families and maybe the needs of individual counties need to be addressed more. An agency felt that OT and PT referrals are down in Hendricks County. Data may need to be reviewed around this concern. It was agreed that inservices for physicians should continue and the packets as well for doctors. Options for marketing were discussed such as health fairs and sharing the developmental checklists, doing another public service announcement where maybe a media company would donate their time. PSA's have been done in the past. The Family Outreach Ad Hoc Committee was not discussed in the time allotted, but will be a topic at the first PA Committee.

- Katarina asked everyone to fill out a council participation form for the upcoming 2014-2015 fiscal year.
- It was agreed that council staff would compile the information from the brainstorming activity to report to each committee when they first meet.

<b>Announcements/Close</b>	<ul style="list-style-type: none"><li>• No announcements were made and the meeting was adjourned.</li></ul>	<b>Next Meeting:</b>
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Respectfully submitted,  
Katarina Groves