

CENTRAL INDIANA FIRST STEPS

Annual Meeting + Retreat Meeting

4/17/15 Date

Name	Agency	Changes to current contact info
1. Dubbi Davis	SPOE	
2. Annemarie Jester	MSDWT	
3. Michelle Dunham	Tipton Community Schools	
4. Staci Eller	Tri Central Schools	
5. Annie Hughes	Visually Impaired Preschool Services (VIPs)	
6. Natalie Newlin	Ped/Play	
7. Terri Holmes	Parent	
8. Katie Potter	State	
9. Connie Merkel	guest	
10. Pathi Sebanc	Sycamore Services	
11. Bonnie Winger	Healthy Families Hamilton County	
12. Mark Quacino	LACC	
13. Heather Pore	Family Voices IN Parent	
14. Justy McKenzie	Ped. play	
15. Rhonda Cantrell	BAGE	

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Name	Agency	Changes to current contact info
1. Pamela Humes	Covering Kids & Families	
2. JOAN SHERHERD	MSD PIKE	
3. Polly Hines	Prokids EDTM.	
4. Angela Dink	SPOE	
5. Jill Sanders	Accord	
6. Jane Scott	About Special Kids	
7. Jeanne Baldwin	Wayne Twp.	
8. Victoria D. Ballard	Indianapolis Healthy Start	
9. Carrie Tamminga	SWISC / CDHHE network	
10. Sarah Muir	Riley Child Development	
11. Tiffney Dix	Head Start	
12. Teri Williams	collaborating for kids	
13. Michelle Coleman	COHHE	
14. Lorinda Bartlett	CDHHE	
15. KATHA BERTY	GTU	

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4/17/15 Date

Name	Agency	Changes to current contact info
1. Jason Perry	OTC	
2. Michelle Fettes	Parent	
3. Holly Andria	ESC	
4. Kauram Kang	TTLA, Peapack	
5. Katarina Llanes	LPCC	
6. Sony Hicks	LPCC	
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Annual Meeting/Retreat Agenda

April 17, 2015

- 1. Welcome**
- 2. Ice Breaker**
- 3. Keynote Speaker – Connie Merkel**
- 4. Awards –**
 - Executive Committee Recognition**
 - Provider Recognition**
 - Community Partner Award**
 - Physician Award**
 - Parent Awards**
- 5. Lunch**
- 6. LPCC Meeting and Planning**
- 7. Adjourn**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes/Annual Retreat
April 17, 2015**

Present: Natalie Newlin-PediPlay, Holly Andria-Crossroads, 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, Laura Ray-TTLC/PediPlay, Michelle Dunham-Tipton Schools, Staci Eller-Tri Central Schools, Annie Hughes- VIPS, Terri Holmes-Parent, Katie Potter- State, Connie Merkel-speaker, Patti Sebanc- Sycamore Services, Bonnie Winger-Healthy Families Hamilton County, Mark Guarino-Parent, Heather Dane-Family Voices Indiana/Parent, Judy McKenzie-PediPlay, Joan Shepherd-Pike, Polly Hines-ProKids ED Team, Angela Dick-SPOE, Jane Scott-About Special Kids, Jeanne Baldwin-Wayne, Victoria Ballard-Indianapolis Healthy Start, Carrie Tamminga-SJIISC/CDHHE Network, Sarah Muir-Riley Child Development, Tiffany Dix-Head Start, Teri Williams-Collaborating for Kids, Michelle Coleman-CDHHE, Lorinda Bartlett-CDHHE, Michelle Fetes- Parent, Stacy Holmes-council, Katarina Groves-council

Agenda Items	Discussion	Action Items
Welcome/Introductions/ Speaker/Awards	<ul style="list-style-type: none"> • The meeting was opened with introductions and an ice breaker. • Connie Merkel was introduced and shared her personal experiences with having low vision. • The Executive Committee members were acknowledged. • The Pat on the Back recipients were acknowledged from the past year. • 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. • Stacy presented this year's Physicians award to Dr. Eva Freeman 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. • 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. 	
LPCC Meeting and Planning	<ul style="list-style-type: none"> • Stacy asked the group to review the meeting minutes from the last full council meeting. Annie H. made a motion to accept the minutes as written, Carrie T. seconded, the motion carried and the minutes were approved as written. • Debbi D. delivered the fiscal report to the group. 	<ul style="list-style-type: none"> • Stacy will update LPCC meeting schedule for committees for the new fiscal year. • LPCC staff will

	<p>With only a few weeks left in the fiscal year, these projections should be fairly close. She shared that with the end of the UTS training grant, there will be more of a fiscal impact to the Cluster next year as the shared costs will increase. She shared that so far the LPCC is projected to exceed the budget by \$500. The SPOE will cover any overages, and Debbi noted that the LPCC and SPOE are actually part of the same contract. The SPOE is projected to be very close with approximately \$2,000 left. She shared that going to a paperless system has saved \$30,000 this grant year, which has been helpful with shared costs and the UTS contract ending. The ED Team is projected to be in the black this year for the first time. She stated that this was due to a good winter for the most part as well as running understaffed for part of the year.</p> <ul style="list-style-type: none"> • 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 and each committee tackles specific outcomes. • She shared a copy of the Indiana Code for First Steps services and pointed out that early intervention is included in state law. • Stacy asked the committee to review the Bylaws. The Bylaws had been emailed out to the full council in advance. Stacy informed the group that if they have completed a membership form for the council, they are eligible to vote. Patti S. made a motion to accept the bylaws as written, and Rhonda C. seconded. The motion carried and 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. <u>Provider Issues Committee</u> agreed to keep the same meeting schedule of the first Friday of the 	<p>compile the information from each committee to have ready for the first meetings.</p>
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month on a quarterly basis at 9:30am. The committee agreed that there would continue to be an Agency/SPOE update and issue clarification portion of the meeting as well as data review, but felt that since there are very few issues anymore, it was time to refocus a little. It was suggested that in light of the UTS contract going away that maybe the provider committee could plan trainings/conferences as was done in the past. This might benefit providers and agencies in the cluster going forward. Events could be in a smaller format like a brown bag lunch session whereby providers would bring a lunch and hear a speaker or trainer on a particular topic, or it could be a larger event. It was agreed that this would be an agenda item at the first committee meeting. It was also suggested that there should be meet and greet opportunities for providers to meet with SPOE/ED Team staff. Could also possibly do a training event as well. It was suggested that food and prizes be offered as an incentive for providers to attend. It was also mentioned that agencies could keep each other informed of upcoming trainings whereby agencies could go together to possibly get discounts to attend conferences/trainings. Katarina could share this information with all agencies. The committee agreed that taking another look at the Little Seven providers and retention/recruitment for those disciplines would be wise going forward. The Burmese population has grown exponentially on the south side and finding and paying for interpreters is a challenge. It was agreed that the committee could assist with this issue.

- Transition Committee agreed to keep the meeting schedule the same with meeting at a minimum the second Wednesday of the month each quarter at 9am. The group discussed SPOE in-service opportunities related to “other transition” options. It was suggested that Head Start, ISD, ISBVI, Parents Day Out programs, community preschools, nursery schools and ABA centers could all be invited at some point to share about their programs. A goal would be to correct misinformation that is out there about these other transition options. It was also discussed that it would be important to have someone talk to coordinators about FAPE. It was discussed that going forward the committee needed to figure out

	<p>how to get more school districts involved with the committee and goals. The committee agreed that they would like to add another Next Steps event in the fall if time permits with planning.</p> <ul style="list-style-type: none"> • <u>Public Awareness and Child Find Committee</u> 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. It was suggested that it might help to get an epidemiology student to do some research and take a look at the number of clients we have served consistently over the last 10 years and see if the cluster % needs to increase from 3% to something higher. If so, the committee could advocate for this change. It was also discussed that with physician referrals there should be follow-up from the doctor on those clients who do not follow through with the program. It would be helpful to let physicians know so that they can stress the importance of the program. It was suggested that taking a look at how the standards have changed over the years and yet the cluster is still at 3.87%. It was agreed that current marketing efforts should continue with physician packets, brochures, health fairs, ASQ's. It would be a good idea as well to reach out to new graduates in the field as well as pediatric therapists so that they are aware of the early intervention program. Could also consider having ASQ's available at daycare settings for providers and parents to fill out and make a referral if needed. 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 2015-2016 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. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • No announcements were made and the meeting was adjourned. 	<p>Next Meeting: TBD Meeting schedule will be updated.</p>

Respectfully submitted,
Katarina Groves