



FIRST STEPS – SOUTH EAST MISSION STATEMENT

- To promote collaboration among service providers and organizations that serve the needs of young children and their families in an effort to offer services and supports to children birth to thirty-six months of age who have a developmental delay or who are at risk for a developmental delay.
- To assure that early intervention services and additional family supports are comprehensive, nonduplicative, responsive to the needs of families, and comprise a unified system within each of our cluster counties.

UNAPPROVED MINUTES
 First Steps – South East
 May 14, 2010
 9:30 to 11:30
 Columbus Visitors Center

- I. Meeting called to order by Betsy Voss Lease.
- II. Introductions and inspirational story

Introductions:

Kim Amberger-Fledderman	Provider/ED Team
Denise Arland	Regional rep
Jeanne Baldwin *	Staff: Eligibility Specialist & Provider Recruitment/Retention
Carol Barkes*	LPCC Staff: Central Region
Beth Barnes	Head Start
Rusty Bartlett*	SPOE Staff
Kay Boas	Provider
Jenn Broughton*	LPCC Staff: Southern Region
Bill Bryden	Regional rep
Lynne Eckerle*	Staff: Administrative
Samantha Evans*	SPOE Staff
Kim Gaffney*	LPCC Staff: Jackson County
Lori Hart	Parent
Cheryl Hartman	Education
Becky Haymond*	Staff: Administrative/Supervision
Katie Herron*	LPCC Staff: Western Region
Shirley Huntsman*	LPCC Staff: North Western Region
Cynthia Johnson	Parent
Lorien Konetzka	Child Care
Betsy Lease	Regional Rep
Kari McCarty*	LPCC Staff: East Central Region
Jennifer McGowan	Head Start/ Social Services
Mary Beth Moore	Regional Rep
Sheri Nolting	Provider
Carrie Scherschel*	LPCC Staff: Brown
Joanna Shinn	Parent
Catherine Stevenson*	SPOE Staff
Heidi Stewart	Child Care
Stacy Stillinger	Parent
Jeremy Wells	Head Start/Social Services
Herschel Willey	Education

*-Staff (not a voting member)



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Following introductions, Jeanne Baldwin presented the inspirational story. Michele Halcomb will present at the August meeting.

III. Review of minutes from February 2010 meeting.

Mary Beth Moore moved to approve the minutes for the February 2010 meeting. Kim Amberger Fledderman seconded, and all approved.

IV. Financial report

The budget for the 2010-2011 fiscal year was distributed, discussed, and approved at the February meeting. The fiscal year started in March, and at this point in the year there are no figures to report. A report for the first quarter will be presented at the August meeting.

V. Business

Election of Officers:

The nominating committee presented the following slate

- Chair – Betsy Lease (Brown County)
- Vice Chair – Jennifer England (Union County)
- Secretary – Denise Arland (Hancock County)

Mary Beth Moore moved to approve and Kay Boas seconded. All approved.

Mission Statement

Betsy reviewed the current mission statement with the group. No changes were recommended, so the mission was approved by consensus

By-Laws 2010-2011

By-laws were discussed. Betsy suggested revised working on item II. There was general agreement to remove the wording as recommended and adopt the proposed wording:

- *The **Council** shall include of minimum of twenty-two (22) voting members with no more than two who represent each county of the cluster. Of these 22 voting members, counties shall be encouraged to select members who fulfill the required representation requirements (see II.C.) and who represent diversity and expertise.*
- *A member of the Board of the Fiscal Agent, Aging & Community Services of South Central Indiana, will also participate as a voting member of the Council.*
- *Parent participants on the council are not limited and all will be considered voting members.*

Denise asked about the executive committee referenced in Attachment D. Lynne said that committee no longer exists so references to it will be removed from Attachment D. No further changes were recommended. Kim Amberger-Fledderman made a motion to accept the amendments as discussed, Beth Barnes seconded. Approval was unanimous.



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Reclustering Report

Staff feedback on the reclustering was all positive. Staff contact info was distributed throughout the cluster. All equipment in the field seems to be working. Head Start and school staff all reported smooth transition to the new cluster. Everyone seems happy with the process and no kids were “lost” during the change. About 50 families received new service coordinators. They received a letter about the reclustering and the name of their new service coordinator. Introduction calls were made shortly after April 1. Becky personally called families who were considered more complex to ensure those transitions went smoothly. She also tried to notify families who might have two transitions as new staff gets trained and into their new positions. Those staff are going on visits together with an experienced service coordinator to ease that transition. Any family with less than 6 months left in the system will not change coordinators unless the coordinator is no longer with the system. Medical leaves have forced a temporary increase in case loads, but it is anticipated this will ease up soon.

ED Teams

Ed teams have been very busy but successfully meeting timelines. Some scheduler changes were made with the transition to new clustering, but Hancock kept the same scheduler. Jerri and T.J. are scheduling in new counties. ED Teams are also working on increasing attendance at initial IFSP meetings.

Service Coordination and Staffing

Two new service coordinators were introduced, Sam Evans in Shelby County and Patty Vargas who is doing intake and service coordination for Spanish-speaking families in Shelby and Rush counties. Spanish speaking case loads are kept lower due to the extra work involved in translation of paperwork. Bertha and Patty work with those families. There is a long term medical leave in Lawrence County, with that staff’s return anticipated in the fall. Becky is doing some part time hiring in that area to address the needs.

Three networking meetings were held in the new counties to review the transition plan and talk about processes and procedures with new partners in those communities. The meetings were well attended.

Cluster Oversight/Quality Data

Lynne announced that she, Bill and Fumi have met to try to find a way to present data to the council in a way that it will be most useful. Data has to be reported to the state in multiple formats but none are necessarily that useful for the council. Their plan is to try to abbreviate the data and make it as user friendly as possible.

Reports were reviewed and discussed. There was no reduction in April referrals for new counties. Data was presented for reclustering years for comparison, and it was noted that referrals generally continue to increase. Under 12 month referrals still need some attention, specifically moving from referral to IFSP quickly to help get kids in the system under 12 months of age.

Discussed annual child count and percent of children served. Jerri asked if the 2006 eligibility criteria changes impacted child count. Lynne noted that we did not really see the anticipated drop in child count due to awareness about First Steps, doctor referrals, and mandatory referrals from Child Protective Services (CPS). Many CPS referrals don’t stay long in the system.



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Cyndi Johnson asked about why the state does not ask for referral numbers. Lynne reviewed what the state asks for and items the state staff can pull from the data system without being reported to them. We are evaluated on items that they ask us to report. LPCCs, charged with public awareness activities, have a strong reason to follow referral numbers, while at the federal level, focus is on the number we serve. Percentage of referrals going to intake and intakes going to IFSP will be reported every six months.

Individual file reviews are upcoming. The Cluster Performance Plan (CPP) is due June 15 to the state. The council will receive a draft and can comment. In September the combined CPP and hold back report will be due, so that will be big. We will discuss the results in November.

Transition round tables are being done throughout the cluster with LEAs and other community partners to discuss MOAs and policies and procedures around transition. The council reviewed the MOA that was formerly used for cluster J. The MOA is sent out ahead of time, and then the roundtables are used to work out specific details with each lead education agency (LEA), including details like how to communicate between agencies, where meetings will occur, preferred dates, etc.

Bill asked who else reviews the MOA that is used for transition and wondered if it receives legal review. Lynne said that the state transition initiative reviewed it but is not sure it has been reviewed by attorneys. Cheryl Hartman said their special education board reviews all MOAs. There was a discussion about changes to the title used for these agreements over the years, and at some point it was changed by the state from Memorandum of Understanding (MOU) to MOA. No one was sure why the change was made but it was changed at the state level. There was discussion about one of these terms being more of a contract than an agreement, but the group was not certain how legally binding the agreement is, regardless of title. Bill suggested that we should consider having a legal review of this document to see exactly what the parties would be held to if there was disagreement over the implementation. Denise made a motion to pass the MOA, Lorien seconded. Betsy proposed an amendment to accept the agreement with the understanding that Lynne will explore the legal issues. Motion carried as amended.

Work Group Updates

Provider recruitment:

The provider recruitment document was reviewed. It needs to be updated from 13 counties to 18. Jean Baldwin shared a document she has used for new providers to help them navigate the process, which people have found helpful. The group is open to further suggestions on these documents.

Family Provider Communication and Support:

Stacy announced that the focus of her services with Family to Family was previously 0 to 3 but now will be expanding to 0 to 22.

New Business

None to be reported



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Announcements/Updates

Lynne passed out contact lists and regional meeting schedules. She noted that some supplies have been recovered from the fire, including developmental checklists, brochures and posters.

Regional cluster meetings are listed on the state website.

Providers will be getting an email about OT training with Jenny Kim on activities to do with children. The cost is \$195 per person. This is scheduled for October 1st and 2nd.

Denise announced that FUSE will be doing a new program for families in Hancock County for caregivers and their children ages 1 to 5. More deals will be forthcoming.

Cyndi Johnson announced there will be a new workshop for families about parent rights and responsibilities which will break down the various aspects of the First Steps system. This will be online in August.

With no further announcements, the meeting was adjourned.

**Next meeting: Friday, August 13, 2010
9:30 to 11:30
Columbus Visitors Center**