The LPCC meeting was brought to order at 9:00 AM at the Early Head Start facility in Muncie, Indiana. Julianne Jarrell chaired the meeting as being the active chairperson of the council. Julianne began the meeting by having everyone introduce themselves and their affiliation. After introductions where completed Julianne shared an inspirational story with the council. Following the inspirational story shared by Julianne the meeting minutes, attendance and consent agenda for the 3/4/16 LPCC meeting where reviewed and discussed. The minutes were then voted and approved on by council members Debbi and Maggie they then where accepted by the council.

Council member Becky Haymond then addresses the new members of the council and explained the consent agenda items. She reviewed the three pieces to the council and explained how to place a consent agenda item on the main agenda if a council member feels like there is a concern.

New Business
Becky briefed the council on the appointment of Down Downer as the new State director of the First Steps Program. The council was pleased to be informed of a new appointment of Dawn as the State director of the First Steps Program.

Cluster performance report
Becky discussed the clusters performance report and how it’s linked to funding with the council. She shared with them the State indicators and results of the report. The indicators addressed were public awareness, procedural safe guards. Focusing on public awareness The State found that cluster H is overserving within its coverage area. Becky informed the council that the cluster had to provide reasoning to the State for overserving within the communities where cluster H provides early intervention services. The hypothesis to overserving stems from the clusters high Unemployment rate and poverty rate. Becky made the argument to the State that developmental growth is heavily tied to socioeconomic issues and that children who are exposed to poverty often develop at slower pace than their higher socioeconomic peers. Robyn requested the council to study referral sources to identify the providers who are referring. The council could then use this information to help ensure the cluster is not over or underserving populations. Another one of the States indicators focused on provider availability. Provider availability continues to be an issue around the State. The council acknowledges the provider availability issue but also acknowledges the issue is not as extreme as in another areas of the state. Becky informed the council that our providers do an excellent job of finding time slots for families in a effective time frame.

Ensuring procedural safe guards were also discussed Becky discussed the concern log and discussed how concerns enter the SPOE and are dealt in a timely fashion. Procedural safe guards also include LPCC Council required membership Becky mentioned that the council should include (2) parents (1) Health Representative (1) education Representative (1) Social Services Representative (1) early intervention provider (1) head start Representative and (1) child care representative. As of now the council membership is not in compliance with state standard. However with the adding off new members by Catlin the council should be in compliance by next LPCC meeting on 8/3/16.

Areas of improvement discussed with the council included
Birth to one population
Birth to three
Demographics of population served
Lpcc Membership

Concern Log
From February to the end of April, 2016 there were two concerns reported to the concern log. The two concerns reported to the concern log are as follows:

- One concern was over a Service coordination issue that has been resolved
- The second concern was around a provider issue and daycare and has also been resolved

All of the concerns mentioned where acknowledges and resolved in a timely fashion.

Provider Networks:

Ensuring Children receive the appropriate discipline and services was mentioned during the council meeting. Robyn mentioned issues she has seen in other clusters where a certain discipline could not be provided by the providing agency. Team worked out a solution however the ed team rejected the solution because they claimed that that was not a appropriate discipline for that child. Becky discussed with the council that the assessment team has the same amount of vote as all the other providers in determining an appropriate disciplines. However, Becky stressed that disciplines need to be appropriate in meet the needs of the child. Team consensus needs to be utilized to try to make every discipline work. Due to Provider availability issues there must be a continued effort in being innovative in delivering the services children need.

Julianne reported that they were successful in bringing on two new provider and filled them with a full caseload quickly. Julianne is glad to be able to provide more speech services with this much needed added help. Julianne also mentioned that Hopewell is celebrating their fifty years anniversary and that they are busy engaging with past families that they served.

Data:
Cluster H 45day report from January to march shows 163 completed IFSP. During that time frame time frame none went over 45days. This is recognized as a huge accomplishment because of the challenges that went into meeting the 45day time line. These challenges include weather related issues and several staff members being on leave. Due to all these challenges the cluster still adhered to the 45day time line and meet its obligations in serving the community. Referral source data was also shared with the council and revealed the cluster had seen a total of 1713 referral. The data report also reviewed the average age of referral for each county the hope is to use this data to target underserved and overserved age ranges.

Budget/fiscal report:
Becky Haymond discussed the fiscal report with the council and mentioned to the council that First Steps is quickly approaching the end of the fiscal year. The fiscal report that Becky Presented to the council is as of March 2016. The fiscal budget is broken up into three parts. The three parts consist of SPOE, LPCC and combined budget. In the SPOE section of the Budget Becky mentioned to the council that materials and supplies expenses where high. She explained to the council that this was due to having to replace scanners and computers that where in disrepair. The new grant year which is an extension to the current Contract because of some of the State level concerns. The extension of the
Grant has been approved for another twelve months. Julianne asked a question about the personnel sections in the Spoe and LPCC sections of the Fiscal report. Julianne’s question was how does the personnel section equal out to 69% if the Spoe section is at 94% and the LPCC is at 101? Becky explained to Julianne that she was unsure of the meaning of the percentages and that the bottom combined Fiscal report is a more accurate snapshot of funds.

**Announcements and Adjournment:**

- Transition meeting – May 12th
- Community baby shower - May 21st
- Community Safety fair - June 15th
- Next LPCC Meeting August 3rd
- Developmental screenings – June 18th