

First Steps South East
LPCC Quarterly Meeting – Cluster H
November 4, 2020

Call to Order

Meeting called to order at 9 am

Introductions and Inspirational Story

Julianne Jerrell chaired the meeting today. Anne Dolan welcomed everyone. Anne shared special welcome to new DCS Directors that were joining for the first time.

No inspirational story was given at this meeting.

Consent Agenda

Scott Merkel mentioned to approve, Debbie Collins seconds, motion approved the August meeting minutes.

Financial Report

Becky gave overview of financial report handout. The report shows an overabundance in the personnel costs, due to a loan and personnel costs related to working from home due to Covid 19. Cluster H and Cluster J is a combined budget.

Other Business

- **Cluster Oversight and System Updates**
 - Provider Networks Update – Hopewell and NCA Therapy states there is an increase in referrals and new personnel at both agencies doing a combination of in-home and virtual visits.
 - Quality Assurance State Concern Log – There was 3 concerns that needed to be addressed since August, one provider concern and two service coordinator concerns. Provider concern was relayed to agency. The service coordinator concerns were addressed with additional training.
 - Cost Participation Suspensions – Whitney Austin reported that there are currently no suspensions and only one issue with insurance billing. This situation will take some time to work out, but it is not impacting services. Service Coordinators have been reminded that if families have lost income, adjustments can be made to cost participation. We are not ending services with families at this time due to nonpayment.
 - Training Opportunities – The First Steps Conference is scheduled for June 10th & 11th, 2021. Becky announced that she is not sure if it will be virtual or in person, but to save the dates. Robyn (Cully) Duffy suggested getting ahold of Rhett Cecil, the new Executive Director of Indiana's Head Start to network on how they just completed a very successful virtual conference for Head Start. Becky commented that she would reach

out to Rhett. Handout of First Steps newsletter was mentioned. Also BDDS newsletter was noted as potential training resource.

- Statistical Reports – Handouts provided regarding the Cluster H profile report and related state profile. Another handout was prepared by the SPOE office that summarizes trends in referrals, IFSPs, and assessments. The onset of the COVID-19 public health emergency created a sharp drop in all of these. Assessments are still being done virtually or by phone. Face to Face can be arranged in isolated circumstances.
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- **Old Business**
 - Quality Review Monitoring Update– Cluster H just completed the Annual Quality Review, but the results are not in as of the time of this meeting. Becky Haymond shared that the preliminary verbal report is good, though the 30 day starts likely an issue at 85%.
 - LPCC Office Elections + Current Roster – A subcommittee has been formed to put together candidates for an election ballot for next meeting. Debbie Collins, Julianne Jerrell, Anne Dolan, Sarah Haisley, Becky Haymond and Sue Ann Nuñez will be on this committee.
- **New Business**
 - EI Hub with PCG ? This new system will be up the beginning of next year, 2021. First Steps will begin using it as soon as it is available. Cluster H & J pilot program testing is on track within our timeline!
 - ASQ The Ages & Stages Questionnaire for parents is now online. Anne Dolan has been working diligently to have this wonderful service available for DCS and their families as well as other families. Anne is wanting to put together a pilot program with a DCS county to see how smoothly this can run. Krista Garrett reached out to say she would like to know more about this opportunity.
 - **LPCC meetings for 2021 After some discussion, it was decided to continue to meet on the 1st Wednesday of the 2nd month in each quarter. So, we will meet on Feb 3, May 5, August 10, and November 10 of 2021.**
 - Staff Update: Becky introduced Sue Ann Nuñez the new LPCC Coordinator and Office Manager for Cluster H located in the Anderson office. She also introduced Amy Kupferer and Jenny Goedl as the newest First Steps Service Coordinators in Cluster H. Ashley Russell has left First Steps after completing her Masters in Social Work. Cluster H has an opening for a Service Coordinator to cover Wayne & Henry Counties.

Announcements and Updates

- Head start and Early Head start – Robyn Culley had lots of good news to share! She is now, Robyn Duffy! Congratulations! And her Hartford City Early Head Start is Nationally accredited through NAEYC and Paths to Quality Level 4! We are so proud of your hard work and efforts to provide a quality program!
- Next LPCC Meeting – February 3rd at 9 am. We believe it will be a Zoom meeting.

Adjournment

Meeting adjourned at 9:50 am

In Attendance:

Member	Title	Company
Sarah Price	Administrator	Muncie Community Schools
Scott Merkel	Administrator	Anderson Community Schools
Debbie Collins	Behavioral Specialist	Huffer Memorial Children's Center
Julianne Jarrell	Children's Services Director	Hopewell
Amanda Hartman	DCS	Jay County
Andrea Wilson	DCS	Blackford County
Krista Garrett	DCS	Delaware Co.
Jessica Maxwell	DCS	Randolph
Robyn Duffy	Early Head Start	Hartford City
Sarah Haisley	ECE Faculty	Ivy Tech
Patty Kovacs	Owner	NCA Therapy
Anne Dolan	LPCC Coordinator	First Steps
Sue Ann Nuñez	LPCC Coordinator	First Steps
Becky Haymond	Program Director	First Steps
Carrie A. Henson	SC	First Steps
Amy Kupferer	SC	First Steps
Ginger Ferguson	SC	First Steps
Jenny Goedl	SC	First Steps
Connie Young	First Steps Outreach Manager	FSSA
Whitney Austin	Service Coordinator Supervisor	First Steps