

## MINUTES

### INFANT TODDLER COORDINATING COUNCIL

February 3, 2017      9 am – 2 pm

**ATTENDEES:** Cindy Brock, Christy Cronheim, Charlene Davis, Deborah Drain, Jen Haddad, Sue Harpold, Carrie Hull, Cathie Johnson, Angela Lindig, Kathy McGill, Paula Mason, Judy Neil, Stephanie Perry, Emily Petersen, Omair Shamim, Melaine Shephard, Donna McNearney (recorder). **EXCUSED/ABSENT:** David Allen, Chad Cardwell, Shannon Dunstan, Mary Gauthier, Sen Fred Martin, Tina Naillon, Ellen Neff, Erika Rupp, Mechelle Wilson, guest Jennifer Surrusco

Facilitator	Time	Task/Topic	Notes
Emily Petersen	9:00	Welcome and Introductions	Members each shared a word or two that could be included in a Mission Statement.
Emily Petersen	9:45	Review of minutes from prior meeting	Meeting minutes of the November 4, 2016 were reviewed and unanimously approved.
Christy Cronheim	9:50	Overview of Infant Toddler Program	Christy reviewed a flow chart describing the Infant Toddler process from referral and intake through exit. <b>ACTION ITEM:</b> Christy will provide information regarding how Idaho's ECO scores compare to the rest of the nation.
Cathie Johnson	10:20	Regional Early Childhood Committee (RECC) Report	Cathie reported that the RECCs have made the transition to operating under the ITCC versus the EC3; the RECC focus changed from 0-8 years to 0-3 years. The RECCs skipped their first meeting of the year so that ITCC could get going and provide direction. Changes to the RECC Bylaws and the Charter were already in progress, and have recently been completed. The annual budget for each RECC changed from \$3000 to \$1000; however, ITP will cover the costs of printing, flyers, etc. Due to the transition, there was no face-to-face RECC Chair meeting in 2016, but one is scheduled for June 15 & 16, 2017, in Boise. The RECCs plan to begin sharing info and resources around Transition with their communities. Sue reported that the RECC State Chair currently serves for 3 years. Under consideration is a plan to elect a new State Chair every other year, with each outgoing Chair mentoring the new Chair for a year. Central Office will supply the Chair with written guidance and materials for the role. A RECC Chair conference call is scheduled for 2-8-17. Child care center outreach is also a RECC project. Suggestions were to distribute bags with the RECC logo that contain, for example, a children's book, crying plan, Developmental Milestones info, referral page, etc. Cathie proposed the idea of including a simplified version of the ITP Process Flow Chart, and felt there would be other uses for it, as well. Omair would like to share it with Head Start Programs. <b>ACTION ITEM:</b> Christy will revamp the ITP Flow Chart shared today as an outreach piece. RECCs are increasing their use of ITP brochures and materials. Cathie also presented a written report with an update on the current activities of each RECC.
	10:45	Break	

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Stephanie Perry	10:55	State Systemic Improvement Plan (SSIP)	<p>Stephanie presented a PowerPoint reviewing the progress on the SSIP, which is a multi-year Federal improvement plan to be completed FFY 2018. Idaho has chosen to focus SSIP efforts on improving child outcomes in social-emotional (S-E) development. Activities will include staff training, resources for families, and S-E assessment tools and procedures, as well as identifying S-E competencies and imbedding those into our early intervention evidence-based practices. Monitoring and accountability (QA/QI) are also components. An SSIP Stakeholder meeting will be held the first week in March.</p> <p><b>ACTION ITEM:</b> Stephanie will invite the ITCC members to join the first meeting of the SSIP Stakeholder group. The annual SSIP progress report is due to OSEP in April 2017.</p>
Christy Cronheim	11:30	Committee Discussion Review of Bylaws and vote	<p>Shall we form standing committees? Each standing committee would have a Chair, and those Chairs would comprise an Executive Committee. Suggestions for possible standing committees: Transition/Head Start/Early Head Start, Administration/Policies and Procedures, SSIP, Data, etc. No decision was made.</p> <p>A motion to accept the ITCC bylaws in the form of final draft 12/17/16 was made, seconded, and passed unanimously.</p>
Emily Peterson, Carrie Hull	12:00	Working Lunch: Develop Vision and Mission Statements	<p>Carrie and Emily posted examples of mission and vision statements, as well as the comments from the morning's exercise. The group divided into two workgroups, one addressing vision, and the other addressing mission. There was discussion and the drafts below were submitted:</p> <p>VISION: The Infant Toddler Program is supported in meeting the individualized needs of children 0-3 and in empowering their families to maximize their child's growth and development.</p> <p>MISSION: Advise, advocate and collaborate to build capacity within families through the provision of quality early intervention services.</p> <p><b>ACTION ITEM:</b> Sue will email the new Vision and Mission statements to all ITCC members for review.</p>
Christy Cronheim for Jennifer Surrusco	1:00	Introduction to Infant Toddler Program Data	<p>Christy reviewed ITP data for FFY 2013-2016 in these areas: 1) Client age, 2) Numbers served, 3) Referral source, 4) Age at IFSP, 5) Client race, 6) Timeliness, and 7) Exit Reason. <b>ACTION ITEM:</b> Christy will send PowerPoint with corrected data to all ITCC members.</p>
Emily Peterson, Christy Cronheim	1:45	Closing Next meeting: May 2017	<p>There was discussion about extending the planned May 5 meeting to include May 4. <b>ACTION ITEM:</b> Sue will send an email to all ITCC members to find out who could attend both days.</p>
	2:00	Adjournment	