

**MINUTES**  
**INFANT TODDLER COORDINATING COUNCIL/  
 HEAD START COORDINATING COUNCIL**

Regular Meeting  
 450 West State, 7<sup>th</sup> Floor  
 Boise, Idaho 83720

**ATTENDEES:** David Allen (via phone), Ruth Calnon, Christy Cronheim, Charlene Davis, Deborah Drain, Shannon Dunstan, Amada Flores, Bill Foxcroft, Mary Gauthier, Jen Haddad, Sue Harpold, Carrie Hull, Cathie Johnson, Angela Lindig, Paula Mason, Kathy McGill, Ellen Neff (via VCE), Judy Neil, Emily Petersen, Omair Shamim, Melaine Shephard, Mechelle Wilson, Anna Smith for Stephanie Perry. Excused: Chad Cardwell, Lori Fascilla, Senator Fred Martin, Stephanie Perry, Erika Rupp, Donna McNearney (recorder). Absent: Cindy Brock, Tina Naillon. Guest: Kelli Bond, IPUL intern.

**November 4, 2016 8:30-2:30 Call in number 1-877-820-7831 Guest: 297686**

<b>Time</b>	<b>Topic</b>	<b>Discussion</b>	<b>Notes</b>
8:30 am	Call to Order, Welcome and Introductions.	Icebreaker	
	Follow-up item from September meeting	Early Childhood Information Clearinghouse web page	Ericka Rupp has offered to have her program maintain this web page and Christy will follow up with her. The important content on this page will be retained, minus the defunct EC3 tabs/documents and references to EC3.
	Review of draft bylaws	Bylaws Workgroup, Carrie Hull, Emily Petersen, and Sue Harpold presented their draft and there was discussion.	ITCC does not have representation from a parent who is in a minority group. Amada knows of a parent who's interested. There was discussion of daycare reimbursement for members, officers being parents (Sue Harpold and Christy Cronheim are drafting a policy), and adding language about parents being child's first and most important teacher. Workgroup will refine bylaws draft document, and email it with a deadline for additional feedback. We may have an email vote to accept bylaws.
	ITP Family Survey	Need to set baseline and targets, due to April 2015 change in survey format/process (described by Christy Cronheim and FACS data analyst Jennifer Surrusco)	A PowerPoint presentation and copy of the current Family Survey document were shared. Response rate has increased. Proposed baseline and targets for Federal Part C Indicators 1, 2 & 3 were shared, for FFYs 2016, 2017, and 2018.
	ITCC Annual Report to OSEP (Office of Special Education Programs) and to the	Report format decision. Christy Cronheim shared a document outlining the guidance and	Christy reviewed the GRADS 360 report Idaho ITP submitted last year. This year's will be available for the Council to review in January 2017.

	Governor's office	process. The ITCC reviews the report, and if approved, the ITCC Chair signs off on it.	
12:00	Lunch and Voting for Chair and Vice-Chair <b>(tabled)</b> – few members of the Council have received official appointment letters from the Governor's office.	Review mission statements from other states	Council members recorded their comments on examples of mission statements posted on the walls. Omair Shamim, Cathie Johnson, and Emily Petersen volunteered to work on a draft mission statement. The merits of appointing an interim Chair were discussed. A decision was made for Sue Harpold to first follow up with the Governor's office on the status of outstanding appointment letters.
	Regional Early Childhood Committees	Report from State RECC Chair Cathie Johnson and update on future plans	An ITP staff person serves on each RECC, and this person's role is being further defined as a Liaison between ITP and the RECC. The liaisons recently presented an ITP Overview to each RECC. Potential regional outreach activities are being discussed by each RECC and they will submit a budget/spending plan. The RECCs' planned activities will then be shared with this Council, and the RECCs will be updated about the activities of the ITCC. RECCs would like to be provided with ITP educational materials to be used statewide (posters for M.D. offices, possibly a billboard.) Anna Smith noted that annual mailings go to our Healthy Connections doctors. RECCs will be reviewing the RECC Charter at their next conference call. Keep the RECCs informed about openings for hard-to-fill positions in the Infant Toddler Program, to extend our network for finding staff.
	Child Care Development Block Grant Reauthorization	Highlights of Reauthorization and implications for state partners	Sue Harpold and Omair Shamim reported in Ericka Rupp's absence. In 2014, Congress reauthorized the Child Care Development Block Grant and as a result a lot of new requirements are coming into effect. This represents a big change for a lot of child care providers in Idaho. More consistent standards and monitoring for health and safety of children, including criminal background checks and established child-to-caregiver ratios, mandated training for providers (even before you start on your career as a provider), and enhanced access/funding that provides for children to receive stable, consistent childcare. Providers receiving ICC payments must post information about developmental screening opportunities and resources, and also provide screening opportunities onsite if they are able. The Idaho Child Care Plan is listed on the Idaho Dept of Health & Welfare website

			<p>(<a href="http://healthandwelfare.idaho.gov/Portals/0/Children/ChildCare/CCDFStatePlan_2016-2018.pdf">http://healthandwelfare.idaho.gov/Portals/0/Children/ChildCare/CCDFStatePlan_2016-2018.pdf</a>.) Anna Smith noted that the Developmental Milestones and Idaho Sound Beginnings programs helped support this plan, and can help child care facilities access ASQ tools at no charge.</p>
	New Head Start Program Performance Standards	Omair Shamim presented an overview document of new standards	<p>All Head Start programs should offer full day, full year service by 2021, and have 30% of their clients attending at this level, and have a professional development plan. Head Start Programs shall submit a plan for implementation in November 2016. Migrant Head Start is expanding to include “dairy”, and can submit a definition of “migrant” that is representative of the population they are serving. Anna Smith offered resources for home-based Early Head Start curriculum, in response to Mary Gauthier’s request. Anna suggested Hawaii’s materials.</p>
	Closing, information on next meeting	Closing, Next Steps, Evaluations	<p>Omair Shamim will be proposing a centralized data repository for lead exposures for the state of Idaho.</p> <p>Anna Smith reported that Developmental Milestones and Idaho Sound Beginnings (ISB) have purchased user-friendly, one-touch hearing screening devices for the ITP program in each of the state’s seven regions. We also now have Spot vision screeners. If your agency is planning an outreach activity, or such, please invite ITP and/or ISB.</p> <p>Valley County (McCall, Cascade area) has no dentist that will accept children with Medicaid. There is a huge need for prenatal dental care that is not being met. Omair will explore this with his contacts at the state oral health program. It may also be useful to explore this issue with Medicaid contacts.</p> <p>Jennifer Surrusco will email everyone an electronic survey regarding today’s meeting.</p> <p>The next ITCC meeting is scheduled for February 3, 2017. At that time, we can set a date for a May meeting, and possibly a summer meeting.</p> <p>Christy will be in contact regarding a possible VCE meeting for the targets.</p>
2:40	Adjournment		