

MINUTES

INFANT TODDLER COORDINATING COUNCIL

May 4 - 5, 2017

ATTENDEES: David Allen, Cindy Brock, Christy Cronheim, Charlene Davis, Deborah Drain, Mary Gauthier, Sue Harpold, Carrie Hull, Cathie Johnson, Kathy McGill, Sen. Fred Martin, Paula Mason, Tina Naillon, Ellen Neff, Judy Neil, Emily Petersen, Erika Rupp, Omair Shamim, Donna McNearney (recorder)

EXCUSED/ABSENT: Chad Cardwell, Shannon Dunstan, Jen Haddad, Angela Lindig, Stephanie Perry, Melaine Shephard, Mechelle Wilson

GUESTS: Sarah Tueller, IPUL; Baby Cashius

May 4, 2017 Strategic Planning

Task/Topic	Notes
9:00 a.m. Call to Order, Ice Breaker, and Introductions	Each member completed an exercise identifying core values and shared them with the group.
Developing Organizational Values	The results from the ice breaker activity were distilled down to organizational values for ITCC, guided by the ITCC Mission and Vision. The following ITCC Core Values were defined: <ul style="list-style-type: none"> • <i>Inclusive Relationships</i>: ITCC collaborates with families, teams, and communities • <i>Compassion</i>: ITCC responds with understanding and respect • <i>Quality and Commitment</i>: ITCC is committed to outcomes which make a difference • <i>Resiliency</i>: ITCC leverages and supports existing strengths
Key Principles for Early Intervention: Aligning the Work of the Council	The Seven Key Principles of Early Intervention were introduced by Sue Harpold, and groups were formed to review and discuss each principle, then present them to the full council and talk about how they relate to the organizational values.
Defining the Council/ Next Steps	The group referred to state statute, as captured in the ITCC bylaws, to inform this discussion. There was discussion about how ITCC could support ITP's professional development process. One consideration is the fact that the program relies heavily on contractors (who are paid by ITP for training.) A key component of ITCC is collaborating between early childhood stakeholders.
Council Goal Setting for Next Year	Small groups were formed to address creating measurable objectives for the following goals: <ol style="list-style-type: none"> 1) Develop Standing Committees 2) Education for the Council 3) Solidifying the Core Values of <i>Inclusive Relationships</i>, and <i>Compassion</i> 4) Solidifying the Core Values of <i>Quality and Commitment</i>, and <i>Resiliency</i> <p>Groups then reported on their discussions.</p>

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<p>Discussion of Committee Structure and membership</p>	<p>As noted in the bylaws, the Executive Committee members are the officers, state coordinators of Part C, chairpersons of all standing committees and two members at large. The Committee meets prior to each regular Council meeting and as needed. Current members of the Executive Committee are Carrie Hull, Emily Petersen, Omair Shamim, and David Allen. Two more members at large are needed to serve.</p> <p><u>SUBCOMMITTEES</u></p> <p>It was noted that ITCC Subcommittee members need not also be members of ITCC. A brief summary of each proposed subcommittee was provided. The Council then broke up into groups according to the Subcommittee each member is interested in serving on, and further discussed the topics to be addressed in those subcommittees.</p> <p>Executive Committee – could work on Education of members as a next order of business, as it's a primary goal.</p> <p>Transition (Chair Omair Shamim) - should include partners from Head Start, Part B, etc. Would probably not meet more than once a month.</p> <p>Federal Accountability (Chair David Allen) - currently focused on the SSIP (State Systemic Improvement Plan.) Plans to meet and review the definition and scope of the SSIP and progress on the project to date.</p> <p>Policies and Procedures (Chair Carrie Hull)- (bylaws, mission, vision, creating educational process for incoming ITCC members). Would ideally meet every four - six weeks with email follow up in between. Policies and Procedures would like to have some work ready for the Council's review by the September 2017 meeting, and would provide them for the DAG's review afterwards.</p> <p>Transition – (Chair Omair Shamim)- Omair will meet with Christy Cronheim first to determine needs. Will plan to meet at least once before the next ITCC meeting. Will include partners from Part C. Local level representation from RECC members may be useful.</p>
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<p>Regional Early Childhood Committees (RECCs): Role and Responsibility</p>	<p>RECCs are a local extension of the ITCC, and they are mandated by State statute. What do they need from ITCC to make sure that their communities are best served? Some history about the creation of the Interagency Coordinating Council and the RECCs was shared.</p> <p>The template for the RECC Bylaws will be provided at tomorrow's meeting. A handbook for the RECC Chairs is being developed. The RECC Chairs are meeting June 15 & 16, 2017 in Boise. There was some discussion about how the RECCs recruit and retain members. Spending plans are now tied to desired outcomes.</p> <p>The members reviewed a handout regarding information from North Carolina's program, a state that has the same structure (ITCC and RECCs) as Idaho does. Sue Harpold asked that the Council create a statement of purpose for the RECCs, as North Carolina has. There was discussion about how to adapt the North Carolina document to meet Idaho's needs. It was noted that in the past, the EC3 (Early Childhood Coordinating Council) put forth an annual theme/focus for the RECCs to act on – dental health, for example.</p> <p>DRAFT STATEMENT OF PURPOSE PROMOTE OPPORTUNITIES FOR COMMUNITY PARTNERS TO PARTICIPATE WITH THE INFANT TODDLER PROGRAM BY FOSTERING INTERAGENCY COLLABORATION AND INFORMATION SHARING: (followed by a bulleted list that includes such items as)</p> <ul style="list-style-type: none">• Child find• Community awareness of early intervention• Parent and family engagement activities• Training <p>Cathie Johnson noted that RECC Liaisons can now vote – this went into effect about 2 months ago.</p>
<p>4:40 p.m. Adjourned</p>	

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EXCUSED/ABSENT: Chad Cardwell, Shannon Dunstan, Jen Haddad, Sen. Fred Martin, Tina Naillon, Mechelle Wilson
GUESTS: Baby Cashius, Cameron Gilliland, FACS Deputy Administrator

Day 2: May 5, 2017

Task/Topic	Notes
9:00 a.m. Call to Order, Introductions	
Review of Minutes from February 2017	<p>Action Items from February and follow up:</p> <ol style="list-style-type: none"> 1) Taking a look at ECO outcomes data. Christy Cronheim reviewed the content from the handout "State Child Outcomes Data Quality Profile". 2) Christy is working on a simplified flow chart of ITP processes – Sue Harpold has taken on this project and it is in process. 3) Stephanie Perry will invite ITCC members to State Systemic Improvement Plan (SSIP) Stakeholders meeting – complete. 4) Sue Harpold will email Mission and Vision – complete. 5) Christy will email PowerPoint – complete 6) Sue will poll members to see who can meet two days in May – complete <p>Minutes from February 2017 were unanimously approved.</p>
Progress on the State Systemic Improvement Plan (SSIP)	Stephanie Perry walked the group through a PowerPoint outlining the SSIP, the current activities on this project, and accomplishments to date. The official report to OSEP on Phase III of the SSIP is posted on the ITP webpage (Public Reporting pane → <i>Idaho Annual Performance Report (APR), Indicator 11, FFY 2015</i>). The ECO (Early Childhood Outcomes) data is now being reviewed at each tri-annual hub leadership meeting of the Infant Toddler Program. Infant Toddler has implemented a new QA/QI process and monitoring system that is standardized and statewide.
ITP Funding Overview and EPSDT State Plan Amendment for Early Intervention (EI)	<p>Christy Cronheim shared a PowerPoint outlining how the Infant Toddler Program is funded. Sources are: Federal Grant, State general funds, Medicaid reimbursement, Medicaid match, private insurance reimbursement (only with parents' consent), IESDB (Idaho Educational Services for the Deaf and Blind) vision and hearing specialists (their salaries, etc. are calculated as part of ITP's maintenance of effort.)</p> <p>Stephanie Perry presented information on the funding options available through EPSDT Early Intervention Benefit. EPSDT stands for Early Periodic Screening, Diagnosis and Testing. Weekly meetings are taking place to prepare for negotiated rulemaking in June 2017. There will be public hearings and a public comment period later in the year, and they will be brought to ITCC's attention.</p>
RECC State Chair Report	Cathie Johnson, RECC State Chair, reviewed the handout detailing the RECCs' activities across the state. Each RECC is filling logo bags with books and materials as outreach to daycare facilities that are not currently participating in ICCP/QRIS. There was discussion about the scope of materials to be provided. Currently, the directive is to include only ITP and Developmental Milestones brochures in these outreach bags, for the sake of continuity. There will be more discussion at the June RECC Chairs meeting.

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RECC Overall Purpose	<p>Sue Harpold presented the RECC statement of purpose the group drafted on May 4, and revisions were made to this effect: “Promote opportunities for community partners to participate with the Infant Toddler Program by fostering inclusion, interagency collaboration, and information sharing through early childhood activities such as:</p> <ul style="list-style-type: none"> • Child find • Family engagement • Community awareness • Training <p>Christy and Sue will email the ITCC after the June RECC Chairs meeting with an update on the statement of purpose and the outreach materials.</p>
ITP Grant Application	<p>Christy Cronheim guided the group to the current Part C grant application posted in the Public Reporting pane on the ITP webpage. The application must be posted for 60 days, with a public comment period during the final 30 days. The Part C Federal Grant Application is due to OSEP (Office of Special Education Programs) each April. Christy presented a PowerPoint detailing each section of the Grant, and answered questions from the group.</p>
Lunch	12- 12:30 pm
Council Terms of Office	<p>Sue Harpold introduced the need for staggering terms of office. Current appointments are two years, so in two years each member will either rotate off or be reappointed. There was discussion of the merits of three-year or four-year terms, and there was also discussion of instituting differing length of terms for various roles. It was decided that the Executive Committee should discuss the matter and present a recommendation to the full council.</p> <p>These two members volunteered to join the Executive Committee as members-at-large: Cathie Johnson and Ellen Neff. A motion was made (Mary Gauthier), and seconded (Erika Rupp) to accept these individuals. Motion passed.</p> <p>Sign-up sheets for the standing committees were circulated.</p>
ITP Data Update	<p>Christy Cronheim reported that ITP has a new data analyst, Valerie Steffen. Christy reviewed with the group the handout regarding referrals for SFY 2015-2017, identifying referral source and increase or decrease in referrals from that source over that time span. Most referrals to ITP come through the Developmental Milestones program, hospitals, parents/legal guardians, and physicians. There was discussion about complicating factors regarding referrals for foster children. There was discussion about how North Hub families must access services in Washington state, and how we could provide outreach to those providers and hospitals.</p>
Infant Toddler Program Infrastructure, Major Projects and Areas of Focus	<p>Christy Cronheim presented a PowerPoint reviewing the ITP infrastructure, including the regional and hub structure. She described the recent efforts taken to recruit and retain staff Occupational Therapists, Physical Therapists and Speech Language Pathologists.</p>
Infant Toddler Program Webpage	Topic tabled

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Closing Thoughts and dates of fall meetings	<p>Members were asked to submit questions and/or educational topics for the Council to the Chair.</p> <p>Please also submit your meeting feedback form to Sue Harpold.</p> <p>September 1 and November 1 are our remaining meeting dates for 2017. 2018 meeting dates: February 2 and May 4</p>
Adjournment 2:25 p.m.	