

MINUTES

Infant Toddler Coordinating Council September 9, 2016 8:30 a.m. - 12:00 p.m.

Attendees: David Allen, Cindy Brock, Christy Cronheim, Charlene Davis, Shannon Dunstan, Mary Gauthier, Jen Haddad, Sue Harpold (ex-officio), Carrie Hull, Angela Lindig, Tina Naillon, Judy Neil, Emily Petersen, Ericka Rupp, Omair Shamim, Melaine Shephard (ex-officio), Mechelle Wilson, Donna McNearney (recorder/ex-officio) Excused: Chad Cardwell (ex-officio), Deborah Drain (ex-officio), Cathie Johnson, Kathy McGill, Ellen Neff, Stephanie Perry (ex-officio)

Guest: FACS Deputy Administrator Cameron Gilliland

INTRODUCTIONS and OVERVIEW of ITP

Christy Cronheim called the meeting to order and asked that all Council members sign and notarize their oath and mail it to the Governor's office at the address listed on the form. Introductions were made.

FACS Deputy Administrator Cameron Gilliland talked about State statute and the responsibilities of the Infant Toddler Program and the Infant Toddler Coordinating Council (ITCC.)

Christy then led the group through a PowerPoint overview of the Infant Toddler Program and its origins. IDEA requires that every Part C lead agency has an advisory/interagency council. The grant supporting the prior council (Early Childhood Coordinating Council, aka EC3) ended July 1, 2016, and the ITCC was developed to continue meeting the Federal and state mandates.

The duties of the ITCC include:

- Meet quarterly, at a minimum
- Advise/assist the Infant Toddler Program
- Promote interagency collaborations
- Provide an annual report to the Governor

Christy reviewed the requirements and general provisions of the following:

Part A Requirements – General Provisions

Establishes OSEP (the Office of Special Education Programs), clarifies state responsibilities, provides definitions.

Part B Requirements – General Provisions

“*Little B*”: services to children age 3 – 21; (including services to children age 3 - 5 through Section 619 grants)

“*Big B*”: services to children age 6 - 21

Part C Requirements – General Provisions

Early intervention services to children birth to 3 and their families through Section 618 Grants.

One of the Infant Toddler Program's major responsibilities is to transition children from our program to their next level of services, which may be *Little B*.

Part D Requirements – Training and Supports

Activities to improve education, planning systemic changes, funding, and to support training

Other topics covered in the PowerPoint were:

- A review of evidence-based practice in early childhood intervention.
- Review of IFSP (Individualized Family Service Plan) and 45-day timeline, and the services available to families through the Infant Toddler Program.
- Review of reporting requirements, indicators, etc.
- Review of Idaho's SSIP (State Systemic Improvement Plan)
- Funding sources for the Infant Toddler Program

There was discussion about the differences between a Service Coordinator (SC) and a Primary Coach. Primary coach is usually family's main contact. SC can help coordinate services when families are enrolled in Early Head Start, for example, as well as ITP. They can also help the family access other services, such as Medicaid, Katie Beckett, developing the IFSP, coordinating and scheduling regular IFSP reviews, etc.

It was noted that the MOU between Early Head Start and ITP should be updated.

There were questions and discussion about the content of the Infant Toddler Program's Family Survey.

RECC OVERVIEW

Sue Harpold presented a PowerPoint with an overview of the role of our local RECCs (Regional Early Childhood Committees), which are the extension of the ITCC across the state. The RECCs' focus is changing from children age birth to age 5 to birth to age 3.

RECCs are mandated by State statute. The members of these committees advise and assist the ITCC regarding what's going on at the local levels. About 100 people serve on the Idaho RECCs. The RECCs have their own charter and bylaws, which will be adapted for the new changes. The RECCs meet quarterly and Sue Harpold conducts monthly calls with them. A RECC Orientation to the Infant Toddler Program is planned for October 2016.

Concern was raised about losing participation of some RECC partners (school districts, etc.) if the focus is represented as solely birth to three. Talking points have been provided to RECC Chairs and conference calls have taken place regarding this concern.

A review of the RECC activities over the past five years was suggested, to help ITCC decide which are appropriate under the new guidelines and/or if they need to be renamed or revamped to meet the letter of the law. Most RECC activities can easily fall under Child Find efforts. The following language (versus "birth to three") was suggested: "continuing to meet the Part C regs", with Central Office monitoring focus for proposed activities. Sue will draft language for the council to review.

BYLAWS DISCUSSION

Draft bylaws were provided in the ITCC participant packets for review. They were compiled from other states' bylaws, and from Robert's Rules of Order. ITCC membership is specified in IDEA. We will need to elect a Chair and a Vice-Chair. An Executive Committee, if needed, would also need to be defined in the Bylaws. Standing committees may take a while to develop.

ACTION ITEM: Please let Sue Harpold know if you would like to volunteer to develop recommendations on how to elect the Chair, and whether or not we will need standing committees.

ACTION ITEM: Please submit your feedback on the draft bylaws to Sue Harpold, with a view to adopting formal bylaws at our November 4, 2016 meeting.

WEBPAGES

Christy Cronheim pulled up the Infant Toddler webpage and surfed through it with the group. It is currently being revamped and we hope to have it up by year end 2016.

There was discussion about the Early Childhood Information Clearinghouse (ECIC) web page and its future. It was reported that the link to this page is embedded into Boise School District forms. Idaho's Core Competencies and the Common Core document are widely used, and are accessed from the ECIC page. Hence, it was suggested that the page stay live, and that we retain the information currently actively accessed and remove or archive the EC3 bylaws, minutes, etc. Ericka Rupp volunteered to take ownership of the ECIC web page if there is a need.

ACTION ITEM: Christy indicated that Infant Toddler has been directed to take down the ECIC webpage. She will forward the concerns expressed and report back.

Travel/expense reimbursement guidelines were discussed. The state allows for mileage reimbursement for same-day travel, but not meals.

UPCOMING MEETINGS

We plan for the ITCC to meet in Boise from 8:30 am – noon (Mtn Time) on the following dates:

November 4, 2016

February 3, 2017

May 5, 2017

We would like to build an Annual Meeting in Boise into the schedule, for strategic planning; date to be announced.

ADJOURNMENT

12:10 p.m.