

Infant Toddler Coordinating Council Meeting Minutes
September 20, 2019

9:00 a.m. – 3:00 p.m. MST

700 W. Jefferson Street, Room 7A
Boise, Idaho 83720

ATTENDEES: David Allen, Erin Bennett, Christy Cronheim, Charlene Davis, Shannon Dunstan, Kelsey Hofacer, Mary Gauthier, Carrie Hull, Sherry Iverson, Jeanne-Marie Kopecky, Angela Lindig, Paula Mason, Kathy McGill, Sara Matthews, Bryan Murray, Ellen Neff, Suzanne Peck, Emily Petersen, Omair Shamim, Mechelle Wilson.

VIA CONFERENCE CALL: Cindy Brock

EXCUSED/ABSENT: Hillary Haro, Senator Fred Martin, Ericka Rupp

STAFF PRESENT: Sue Harpold, Melaine Shepard, Margaret Odedo (recorder)

GUESTS: Anna Smith, Infant Toddler Program Specialist, Baby Everly.

Facilitator	Tasks/Topic	Discussion	Action Item
Carrie Hull	Welcome	<p>Carrie Hull welcomed all members and led an icebreaker designed to identify member's preferred behavioral/communication style- Relator, Initiator, Director or Analyzer.</p> <p>After identifying their preferred style, Council members grouped themselves by style and the Council discussed ways in which they can tailor communication to work successfully together.</p>	
Carrie Hull	New Member Introductions	<p>Carrie Hull announced that only appointed members would be able to vote during the meeting. She then asked new members to introduce themselves and to provide background information on how they impact children in Idaho:</p> <ul style="list-style-type: none"> • Sara Matthews is the current RECC State Chair and an instructor at the Coeur d'Alene, University of Idaho site. • Erin Bennett has worked with the Infant Toddler Program in the Boise office for seven years and is an area supervisor. • Jean-Marie Kopecky has been with the Idaho Educational Services for the Deaf and the Blind (IESDB) for 30 years and is currently the Blind and Visually Impaired Outreach Director. 	

Waiting Lists	Anna Smith	<p>Anna Smith reviewed several areas concerning waiting lists indicating that:</p> <ul style="list-style-type: none"> • The length of time a child spends on a waiting list varies by the service needed. • Often a service provider can provide an evaluation for a child on a waiting list and discuss home strategies with the family while the program tries to meet the identified need. The child can receive other services while this occurs. • When a staff or contractor leaves the program, the child may be placed on a waiting list while the position is filled. • Some clinics are not able to work with a child until the age of 2-3. • Clinics may not serve families after their insurance benefits are expended; clinic services can be very expensive for families. • In some circumstances, ITP may pay for a child to receive services in a clinic until ITP can provide the services in the child's home. • Several developmental specialists have retired. <p>Anna then stated that video-tape is sometimes used to assist Developmental Specialists in providing interim services, and ITP is piloting tele-health services. Furthermore, every child has a service coordinator.</p>	
Executive Committee Update	Carrie Hull and Angela Lindig	<p>The May 2019 ITCC Survey resulted in 22 responses. The highest mean evaluation score indicated that members feel:</p> <ul style="list-style-type: none"> • The Council is on the right track as mandated by law • Their contributions as members of the ITCC have been valuable for the Infant Toddler Program <p>Carrie reviewed the results of the entire survey and the Council generated strategies to improve the four lowest areas on the survey;</p> <ol style="list-style-type: none"> 1. Survey question: Council members are committed to the Council goals Improvement Strategies: review goals at each meeting by adding this as a standing agenda item They would also like to see action items discussed, how they are measured and evaluation 2. Survey question: Sufficient trust exists for Council members to disagree or offer differing views Improvement Strategies: 	

		<p>use ice breakers to develop trust along with smaller groups help everyone feel more comfortable.</p> <p>3. Survey Question: Discussion results in action-oriented solutions Improvement Strategies: Continue to identify topics that require action and provide opportunity for discussion. Once goals/objectives have been outlined, develop a step- by- step action plan including who is in charge and what can be done in between meetings. This review would also be done at the beginning of each meeting to set the stage for moving forward.</p> <p>4. Strategic planning helped provide & plan to meet goals –</p> <p>5. Improvement Strategy: Council to receive materials prior to the meetings and carve out time to work on realistic goals.</p>	
Strategic Plan	Carrie Hull	Carrie asked the Council members to break into four groups to prioritize four identified opportunities from the SWOT analysis. A color system was used to identify priorities 1 - 4. The first goal prioritized will be to increase University awareness of the need for OTs, PTs and SLPs. For more information see Appendix A: Strategic Planning Priorities. Angela Lindig will also set up a Task force meeting. Follow-Up: Angela to reach out to her task force and set a date to meet.	
Bylaw Updates	Sue Harpold	Sue Harpold provided information regarding proposed amendments to the Bylaws. After further discussion, Sherry Iverson moved to except all amendments as written. Emily Petersen moved to amend Sherry Iverson's motion to include that the immediate past Chair will serve on the Executive Committee. Mary Gauthier seconded Emily Petersen's motion to accept the amended bylaws with the addition of the immediate past Chair as a member of the Executive Committee. Being no objections motion carried by 2/3 majority. For more information see Appendix B: Bylaws.	Council Members voting: Allen, Brock, Cronheim, Davis, Dunstan, Gauthier, Hofacer, Iverson, Lindig, Mason, McGill, Peck, Petersen, Wilson.
Election of Members at Large	Carrie Hull	<p>Carrie explained the need for two more members to serve as Members- at- Large. Key responsibilities include:</p> <ul style="list-style-type: none"> • Attend all Executive Committee and Council meetings • Serve as the liaison between the Council members and the Executive Committee • Serve the Board's strategic needs as determined by the Council Chair • Full voting member of the Executive Committee • Must be able to meet every 3rd Tuesday of each month from 10:00 a.m. to 11:30 a.m. <p>Further discussion led to Shannon Dunstan, Paula Mason and Mary Gauthier volunteering to serve as members at large. Voting for 2 of the 3 candidates was done by written ballot, with</p>	Written ballots resulted in Mary Gauthier and Paula Mason elected as Members at Large.

		Council members recording their names on ballots as required by Open Meeting Law. Votes were tallied by Angela and Carrie, and there was a tie, requiring Carrie, as Council Chair to vote. Paula Mason and Mary Gautheir were elected as new Members-at- Large to the Executive Committee. Follow Up: Term of Office for Members- at- Large will be discussed and finalized at the next Executive Committee meeting.	
State Systemic Improvement Plan (SSIP)	Christy Cronheim	<p>Christy provided information on the SSIP and explained that ITP is using a new assessment tool, the Measure of Engagement, Independence, & Social Relationships (MEISR). Copies have been ordered for program use.</p> <p>Regions 1, 2, and 3, have scaled up the new SSIP processes and Regions 4, 5,6, and 7 are training and will be ready to scale up by November 1st. Additionally, Christy stated that ITP continues to provide ongoing support to the regions. In October Regions 1 and 2 will complete a survey designed to assess implementation of new processes. For more see Appendix C: SSIP. Christy then informed the Council that the Infant Toddler report to OSEP is due by February 1, 2020.</p>	
Carrie Hull	Collaboration Update	Each member shared relevant information on their program activities and initiatives.	
Carrie Hull	Closing	Being no other business, the meeting adjourned at 3:27 pm. Next meeting date is November 1, 2019.	

Appendix A: Strategic Planning Priorities

Priority	Goals/Objectives	Timelines
<p>1. Increase University Awareness - This goal supports an identified need of ITP</p> <ul style="list-style-type: none"> • ITP need for DS, OT, PT, SLP professionals • Understand how student's slots are allocated • Focus on ISU 	<p>Website – Staff tab - Brochure</p> <p>EXPOSURE</p> <p>1-2 visit/shadow</p> <ul style="list-style-type: none"> • Guest speaker • Intern Record Home Visit <p>PARTNERS</p> <ul style="list-style-type: none"> • Consortium & ISU • ECSE • ISHA <p>FUNDING</p> <ul style="list-style-type: none"> • Task Force • Potato/King? • OSEP 	<p>Nov. 2019 – ID Ed. Programs & Contact person</p> <ul style="list-style-type: none"> • SLP • OT • PT • SD/ECSE <p>Nov. 2019 –Christy Cronheim find out</p> <ul style="list-style-type: none"> • What's Okay • Shadow • Intern • Webcast Home visit • Brochure/Web page staff tab <p>2020 – Funding</p> <ul style="list-style-type: none"> • Make list of possible contributors • Partners – cost AX <p>May 2020</p> <ul style="list-style-type: none"> • Consortium • Contact Higher Ed
<p>2. Increase Awareness of ITP and ITCC</p>	<ul style="list-style-type: none"> • Gather info on children's cabinet • Prepare information for legislators-BRANDING • Educate key legislators • Meet with DHW Director Jeppesen • Broaden scope of outreach • Increase partner collaboration • Reach out to "Fostering Idaho" • Recruit more parents 	<ul style="list-style-type: none"> • Angela Lindig put together a task force prior to November 2019. • Paula Mason to develop form and sent to everyone to complete – Paula will bring back results at next meeting. • Reach out to Fostering Idaho – Carrie Hull – before next Executive Committee- resources – brochure mission – outcome measure – present to Council • Recruit parents – Executive Committee – next meeting assignment – resources – brochures- outcome measure – meeting minutes
<p>3. Increase opportunities for funding</p>	<ul style="list-style-type: none"> • Create task force 	

	<ul style="list-style-type: none"> • Gather information/explore possibilities • Meet with those who have had success • Tie funds to population • Explore private insurance coverage 	
4. Create Parent Coordinator	<ul style="list-style-type: none"> • Assist with ITP family surveys • Parent peer mentors • Organize local parent capacity in regions 	

IDAHO INFANT TODDLER COORDINATING COUNCIL

BYLAWS

Adopted February 2017, amended November 2018, amended September 2019

ARTICLE 1 – NAME AND PURPOSE

A State interagency coordinating council is required pursuant to Part C of the federal Individuals with Disabilities Education Act (IDEA). Statutory authority for creation and organization of an interagency coordinating council for early intervention services and these bylaws is granted pursuant to Idaho Code, Chapter 1, Title 16, Section 106.

The purposes of the Infant Toddler Coordinating Council, herein after referred to as the Council, pursuant to 20 USC 1441(e) shall be to:

- Advise and assist the Idaho Department of Health and Welfare, Infant Toddler Program, herein after known as the Lead Agency, in the performance of the responsibilities defined in 20 USC 1435 (10) that constitute the statewide early intervention supports and services system;
- Advise and assist the Lead Agency in the identification of fiscal resources and other supports for early intervention services, assignment of financial responsibility to the appropriate agency, and development of interagency agreements;
- Advise and assist the Lead Agency in the preparation of applications and annual reports to the federal Office of Special Education programs, the Governor and the public; and,
- Advise and assist the Lead Agency and the Department of Education regarding the transition of toddlers who are moving from early intervention services to preschool and other services at three (3) years of age.

ARTICLE II – AUTHORIZATION

The Council exists by authority of Part C of the federal Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Section 1441 and its membership is appointed by the Governor of Idaho. Statutory authority for creation and organization of an interagency coordinating council for early intervention services and these bylaws is granted pursuant to Idaho Code Chapter 1, Title 16, Section 106. The Lead Agency for Part C in Idaho is the Idaho Department of Health and Welfare, Infant Toddler Program. The Infant Toddler Program is responsible, pursuant to federal assurances given in the Idaho part C grant application, to ensure as Lead Agency that a statewide Council is established and maintained. The Council shall be subject to the Open Meeting Law and shall comply with the requirements set out in Idaho Code § 74-201 et. seq.

ARTICLE III – GUIDING VALUES

As described in Workgroup on Principles and Practices in Natural Environments, Office of Special Education Programs (OSEP) Technical Assistance Community of Practices: Part C Settings (2008, March), the agreed upon mission and key principles for providing early intervention services in natural environments are as follows:

- Infants and toddlers learn best through natural routines and everyday learning opportunities.
- Parents are their child's first teachers. They can be the most influential and most important life-long teacher their child experiences. All families, with the necessary support and resources, can enhance their child's learning and development.
- The primary role of a service provider is to work with and support family members and caregivers in children's lives.
- The early intervention process and program, from initial contacts through transition, must fit the individual needs of the family and child while honoring family member's learning styles, values, culture, and beliefs.
- Children's and families' needs and priorities determine functional Individual Family Services Plan (IFSP) outcomes, appropriate supports and services, and improved results for families and children.
- The family's priorities, needs, and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
- Interventions must be based on Infant Toddler Program key principles, validated practices, best available research, and relevant laws and regulations.

ARTICLE IV – COUNCIL MEMBERSHIP

1. Establishment of the Council

- a) The State of Idaho shall establish the Council to be comprised of at least the minimum required membership as described in the Individuals with Disabilities Education Act, Part C Regulations. Once established, the Council may, based on compelling factors related to the implementations of an effective and efficient system of early intervention supports and services, make recommendations to the Lead Agency to expand the membership, subject to approval of the Governor.
- b) Members of the Council shall be appointed by the Governor. The Lead Agency and/or the Executive Committee shall recommend membership to the Governor's office.

2. Composition

As specified in sub-section G of Part C, the minimum requirements for the Council shall be:

- a) At least 20 percent (or at least 3) of the members are parents, including minority parents of infants and toddlers with disabilities or children with disabilities ages 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities.
- b) At least one parent must be a parent of an infant or toddler with a disability or a child with a disability aged six or younger, at the time of appointment to the Council.
- c) At least 20 percent (or at least 3) of the members are public or private providers of early intervention services.
- d) One member from the State Legislature.
- e) One member involved in higher education/personnel preparation.

- f) One member from the State agency involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families and with sufficient authority to engage in policy planning and implementation on behalf of such agencies.
- g) One member from the State educational agency who is responsible for preschool services to children with disabilities and has sufficient authority to engage in policy planning and implementation on behalf of such agency.
- h) One member from the agency responsible for the State Medicaid and CHIP program.
- i) One member from the State agency responsible for childcare.
- j) One member from the agency responsible for the State regulations of private health insurance.
- k) One member designated by the Office of the Coordination of Education of Homeless Children and Youth.
- l) One member from the State child welfare agency responsible for foster care.
- m) One member from the State agency responsible for children's mental health.
- n) One representative elected from the Regional Committee Chairs (RECC).

3. Officers

The members of the Council shall elect a Chair and Vice-Chair. It is preferred that either the Chair or the Vice-Chair shall be Council members who are parents and meet the requirements of Article IV Council Membership, Section 2, Sub-section A and B.

4. Duties of the Chair and Vice-Chair

- a) The principal duties of the Chair shall be to:
 - Call the meeting to order on time and determine the presence of a quorum
 - Announce all business in the proper sequence
 - Keep order of the Council
 - Be fair and impartial and protect the rights of the members
 - Develop the agenda for meetings with the assistance of the Executive Committee
 - Appoint Chairs of Task Forces with the assistance of the Executive Committee
 - Preside over the meeting of the Executive Committee
- b) The principal duties of the Vice-Chair shall be to:
 - Preside over the meeting in the absence of the Chair
 - Assume the role of Chair if that position is vacated for any reason
 - Serve as "Chair in Training"
 - Serve as the Chair of the Bylaws and Policy and Procedure Task Force
 - Serve a concurrent term as the Chair of the Council immediately following their term as Vice-Chair
- c) The outgoing Chair shall serve as an advisory ex-officio member of the Council with the same rights and responsibilities as regular members.

5. Nomination and Elections

When the Chair and Vice-Chair's term of office is ending, new Officers shall be elected by the Council members at the last meeting of the fiscal year following the requirements put forth in the Policy and Procedures Manual.

6. Eligibility

The Lead Agency may designate one or more Infant Toddler staff members to serve as ex-officio members of the Council. These members shall have all of the responsibilities, rights and privileges of members of the Council, except that such ex-officio members may not offer or vote on motions, may not serve as committee chairperson, and may not be elected to serve on the Executive Committee.

7. Expectations of Members:

Members are expected to:

- Make every attempt to attend all meetings
- Not miss more than 2 consecutive meetings in a calendar year
- Respond in a timely manner to all communications regarding Council business
- Read materials distributed before regular meetings of the Council and be prepared to conduct Council business
- Actively engage and participate during meetings and in all communications within the Council
- Members must attend at least 50% of the Council Meetings in person. The other 50% may be attended via alternate methods.

8. Terms of Office

The terms of appointment for a Council position required by Subpart G of Part C shall be 5 years and other terms shall be 3 years. Members may be reappointed.

Chair and Vice-Chair terms shall be for 2 years. Any member may resign before the expiration of his/her term by notifying the Chair in writing. A member of the Council shall continue to serve until a successor is appointed. A vacancy on the Council occurring other than by expiration of a term shall be filled by the Governor for the balance of the appointed term.

9. Removal from Office

Members not fulfilling expectations may be asked to forfeit their appointment. When special circumstances exist, the Council or Executive Committee may choose to provide a remedy or relief for the member. See Policy and Procedure Manual.

10. Vacancy

When a position on the Council is vacated, the Executive Committee shall make recommendations to the Lead Agency and the Governor's office to fill the vacated position.

ARTICLE V – MEETINGS

1. Meeting Schedule, Agenda and Minutes

The Council will meet quarterly, via videoconference or regular in-person meeting during the calendar year. A summer meeting of the Council may be held for planning or training purposes. The quarterly meetings will generally be held on the first Friday morning of the designated month. Meeting dates for each year will be established at the September meeting and posted on the Infant Toddler Program website. The agenda will be sent to all members and posted per current Idaho Open Meeting Law.

Meeting minutes will be completed by Lead Agency staff, distributed to Council members within 2 weeks of the meeting, and posted on the Infant Toddler Program website.

2. Definition of Quorum

A quorum shall be required for the transaction of all business. A quorum shall be comprised of at least 50% of the Council members. If a quorum is not met, the Executive Committee may transact the business of the Council pursuant to the procedure outlined in the Policy and Procedure Manual.

A simple majority of the members in attendance at a meeting shall carry a vote and in the event of a tie vote, the Chair shall cast the deciding vote.

3. Special Meetings

Officers shall have authority to call a special meeting when warranted, with notification to members according to the current Idaho Open Meeting Law. Meetings can be held by alternate methods of communication when necessary.

4. Cancellation of Meetings

A regularly scheduled meeting may be canceled due to weather or unforeseen circumstances. The cancelled meeting shall be rescheduled within the same State fiscal year.

ARTICLE VI – EXECUTIVE COMMITTEE

The Council shall establish an Executive Committee which shall be the only Standing Committee of the Council. The Executive Committee shall consist of the officers, the designated State Coordinators of Part C of IDEA, chairpersons of all Task Forces, the RECC State Chair, immediate past Council Chair and two members at large. The Executive Committee shall act on behalf of the Council between regular Council meetings and shall meet between regularly scheduled Council meetings to transact necessary business (See Policy and Procedure Manual). The Executive Committee shall be subject to the Open Meeting Law and shall comply with the requirements set out in Idaho Code § 74-201 et. seq.

Minutes of the Executive Committee shall be distributed to the full Council within 2 weeks of the meeting. All actions of the Executive Committee shall be reviewed, approved or remedied by the full Council at the next regularly scheduled meeting.

ARTICLE VII – TASK FORCES

The Council shall establish Task Forces as deemed necessary to carry out specific tasks identified by the Council. Chairs of Task Forces must be Council members and may appoint community members to participate on these Task Forces. Task Forces are expected to report progress and results to the Council.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

To the extent possible, the rules of parliamentary procedure included in Robert's Rules of Order, Newly Revised shall govern the proceedings of the Council.

ARTICLE IX – AMENDING THE BYLAWS

Any proposed amendments to these bylaws shall be submitted in writing to the Council Vice-Chair at least fifteen (15) days prior to the meeting in which action may be taken to amend or adopt the

proposed changes. These bylaws may be altered, amended, or repealed by a vote of a quorum at any regular meeting. A two-thirds (2/3) majority vote of the quorum shall be required to amend the bylaws.

ARTICLE X – COMPENSATION

1. Salary and/or Benefits

Appointed members shall serve without salary or benefits.

2. Reimbursement for Members

Reimbursement for Members is provided by the Lead Agency upon the proper documentation of actual expenses for the following:

- a) Travel expenses – Actual flight costs and mileage per State approved rates
- b) Over Night accommodations as required to attend meetings
- c) Meals on travel and meetings days, not to exceed State per diem rates
- d) Child Care Reimbursement according to the rate set by the Lead Agency for “parent” members of the council as defined in Article IV, Section 2, Sub-sections A and B.

END OF DOCUMENT

Additional State Systemic Improvement Plan Information

Comparing the child's development with age-expected functioning in the 3 outcome areas

1. Staff can also use other tools as planned in their Regional plan
2. Crosswalk with approved standardized tool
3. Measure of Engagement, Independence & Social Relationships (MEISR)

Determining the early Childhood outcomes rating *

- Decision Tree for Child Outcomes Summary Process 2019
- ECO Scale and Definitions
- COSF Rate Scale

*Staff can use tools indicated in their Regional Plan

SSIP Tools and Resources

- Information Gathering
- Early Childhood Outcomes - Parent Questionnaire for Premies/Infants
- Early Childhood Outcomes - Parent Questionnaire for Toddlers

Communication with the family about outcomes

- Early Childhood Outcomes: Information for Families
- A Family Guide to Participating in the Child Outcomes Measurement Process