

Interagency Coordinating Council Minutes

August 8, 2018

The meeting was called to order 10:12

Welcome and Introductions

Council introductions were made. In attendance: : Barb Blain Blain, Porsha Boney, Karen Carradine, Edward Clere, Sara Cummins, Thomas Fisheras Fisher, Mariann Frigo Frigo Frigo, Kelsey Harmer, Dorene Hoops, Tammy Maples, Nicole Norvell Norvell, Danny O'Neill, Shirley Payne Payne, Brittnee Smith, Jake Stein Stein, Stacey Williams

Michelle Anderson attended for Jennifer Owens today
Deepali Jani attempted to Zoom into the meeting, but we experienced difficulty with the technology.

Approval of minutes from May 2018

- With corrections: the council decided to program 6 meetings to account for overflow, not agree to meet 6 times
- Approved the Jan 2018 minutes not the 2017 minutes
- Data from last minutes should be included...will be posted on line attached to the May, 2018 minutes
- Thomas Fisher motioned to approve, Sarah Cummins seconded
- Minutes were approved

Elections of Executive Committee

- Danny O'Neal introduced topic of elections of vice chair and executive committee to carry into next year to vote in November 2019, asking for questions.
- Christina Commons asked when the vote for the chair would take place
- Danny O'Neal replied that it would be in November since there is not an unfilled position
- Christina Commons suggested that since this is a new council no one who is a voting member has voted on the chair, all the positions should be voted on now.
- Danny O'Neal commented that SOP would be broken to vote now
- Christina Commons replied that they would not be broken because the council was seated in January
- Mariann Frigo asked if the slate should be presented one meeting and voted next meeting as was the case on other councils
- Neither Danny O'Neal nor Sue were aware of that
- Thomas Fisher reminded the council of the Standard Operating Procedures specified members per SOP with parents necessary
- The Executive Committee roles were listed on the white board for consideration after lunch

Orientation Manual and Standard Operating Procedures

- Thomas Fisher asked if needed to approve these.

(Sue researched this and did not find that they must be approved)

- Nicole Norvell introduced the topic of **budget questions**. Do we need to hire within the budget.
- Danny read the budget section of the SOP (below)

Preparation of Annual ICC Budget

The ICC may prepare and approve a budget annually using funds provided through the Family and Social Services Administration to do the following:

- 1. Conduct hearings and forums.*
- 2. Reimburse members of the ICC for reasonable and necessary expenses for attending ICC meetings and performing ICC duties, including child care for the members who are representatives of parents.*
- 3. Pay compensation to a member of the ICC, if the member is not employed or is required to forfeit wages from other employment when absent from the other employment due to the performance of ICC business.*
- 4. Hire staff and obtain services that are necessary to carry out the ICC's functions.*

- Nicole Norvell asked if the ICC can we hire someone and obligate the ICC?
- Christina Commons replied that you could discuss it but the budget is tied into IU's budget
- Nicole Norvell responded that it doesn't read that way
- Brittnee Smith suggested that we need to put a disclaimer
- Stacy Williams stated that we need to use funds provided in the budget
- Nicole Norvell clarified that the ICC is provided a budget from FSSA and within that budget we are allowed to do XYZ
- Danny O'Neal suggested that we look at the law and see if we can change wording about the budget or not and bring it back to the next meeting
- Danny O'Neal also asked if we would have the money to support the committees.
- Christina Commons said did not remember that specifically but if staff were being requested to facilitate meetings then there would need to be a discussion as to whether or not it is the best use of funds to maximize their time.
- Nicole Norvell asked how many meetings can we have with this number of council members we can get through this year but having multiple meetings next year may be problematic.
 - Michael Conn-Powers=each year as part of the contracts with First steps we contract for support
 - In the past the ICC was supported by someone else
 - Predecessors decided they wanted a change of scenery
 - IU submits a budget that supports 25 days of Sue's time, lunches, and stipends for parents and providers, not state agency folks,
- There was a discussion on the budget section with clarification of where funding came from and how funds were being spent.
 - Translations with a MBE/WBE: (Minority-owned business/Women-owned business)=2400

- Lunches=2,000
 - Travel at state rates 2000
- Jake Stein asked what the funding was for two years.
 - Michael Conn-Powers=24,000 for two years
- Christina Commons asked for clarification on the decision to hold six meetings
- Rep. Clere stated that his recollection and recommendation was that we schedule six meetings then cancel if unneeded, weather, etc.
 - Where does the \$12,000/ year come from?
- Christina Commons, my office
- Rep. Clere stated that our per diem is unsimilar from other state boards. If we're using figures that are not similar to other state agencies we should discuss this first.
 - He continued that the council can make meaningful contributions and hate to see people stay away because there's a funding question. We need to fund the six meetings if the need arises to conduct business.
 - He stated that he finds that on commissions and councils that meet only a couple of times a year, there are meetings that members miss due to travel or weather, it's hard to keep up the momentum
 - It's the council's decision but it seems like we should schedule the six and cancel if needed as opposed as trying to schedule via doodle poll to try to find times in busy schedules

- Danny O'Neal clarified that participation of 4 hours or under the stipend is \$50 while participation of over 4 hours the stipend is \$100. If we want to hold six meetings, this may impact the stipends, our lunches, etc.
- Christina Commons offered that the ICC could put together a proposal to take to the internal controller to see if an increase would be possible with the assumption that would go to July 2019, then 2019-2020
- Michael Conn-Powers stated that if meetings are just about \$3000 a pop we might be close to being able to cover it.
- Christina Commons reminded the council that we can't move from funds from one fiscal year to another
- Michael Conn-Powers stated that there are two different types of budgets of fixed costs vs. costs that can be used in the future. We have about \$5000 that we can use moving forward.
- Rep. Clere suggested aligning it with other per diems around the state. Recommends that we align asap so that we can have the budget to provide lunches and stipends
- Shirley Payne reminded the Council that the state per diem is not sufficient to support a family. To appropriately and adequately support them to participate, we need to give them more than \$25 or \$30 bucks. Doesn't want to put the burden on the family to come at a financial loss.
- Mariann Frigo wondered if committee work may become time prohibitive. She asked if we could break off into committee groups at these meetings so that we don't have separate meetings. For some of us who have time limitations, the six times a year plus subcommittees might be too much.

- Christina Commons requested that this council put together a committee to make the decision about the extra meetings with the budget issue and bring it to the November meeting.
 - Shirley Payne asked that committees meet by phone.
 - Nicole Norvell recommends that we identify the standard rates are around the state? Agencies, etc. Different for families who can attend in light of Rep. Clere's point so the council can do meaningful work.
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- Nicole Norvell reminded everyone that any state agency employee cannot lobby a legislator for funds. Need to be aware so that we don't put Christina Commons in a position that she can't do.
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- The January-June fiscal analysis should be released in early fall. The Provider Rate Study should be available then, too.
 - Dr. Walthall & Kylee Hope will be working on it to present in October.
 - Reports will be made available to council for council comment.
 - Rep. Clere commented that everybody wants more money. However, asking the general assembly to provide more money... that might not be possible. Still, we need to be able to provide input as to funding, otherwise we deprive the ICC a valuable source of input
 - Stacy Williams mentioned that we understand that you folks can't lobby, but there is an ongoing advocacy role that has been nonexistent. There is a place to say "here's a bill, not telling you what to do, just here's a bill"
 - Rep. Clere commented that the group should be taking a position on advocacy and that he hopes that we don't come together and talk about how to improve First Steps then not do anything to move that forward. Content experts that can lobby to make change. Time frame isn't conducive for this body to make legislative changes

Strategic Planning Activity

- Christina Commons led the discussion by presenting the core big challenges that she and her team came up with.
 1. Funding
 - a) Fully funding early intervention
 - b) Most effectively using the funds we have
 - c) Getting more funds
 - Recouping the funds used
 - 3rd party liability
 - Paying fairly for services
 2. Family engagement
 - a) Effectively and intentionally engaging families
 - b) Walking alongside in their family routines

- c) Helping them stay engaged for as long as they need
 - d) Training and supporting providers on strategies (home visiting, evaluation, routines-based intervention)
 - 3. Collaboration and Coordination with other early intervention agencies
 - a) How can we bolster and continue this effort
 - b) Consider state to local level efforts as well
 - 4. The opioid epidemic
 - a) The number of referrals and assessments in increasing
 - b) This play into family engagement
 - c) There is a need for coordination with Family Welfare
 - Their referrals have increased dramatically
 - d) The state health department reports that 7% of live birth have been exposed
 - What does that mean for our program's children and families
 - e) Our SPOEs (System Point of Entries) sees every one of the children who come to our door.
 - 5. Child and Family Outcomes

How do we meet those needs when we are being stretched?
 - 6. Service Delivery that supports that growth
- The Council broke into groups to brainstorm their highest priorities for issues on which they felt the Council should advise and assist First Steps.
 - 1. Each group presented their ideas
 - 2. Questions and comments from the Council and the audience:
 - a) We need to take into the account the capacity of our providers, nut just the number of providers available
 - b) Embedded therapy refers to routine-based therapy
 - c) Is the service coordinator job description outdated compared to other care coordinators?
 - d) Christina Commons clarified that the federal statute is clear about the Service Coordinator roles and responsibilities and we may not be able to equate them to other care coordinators
 - 3. Due to lack of time, the process was left uncompleted
 - 4. Sue will collapse ideas with the executive committee and send out a poll for voting.
- Danny O'Neal commented that we never have enough parents on the council. Please forward any possibilities to Jake Stein to forward to Christina Commons. You don't need to wait for any special occasion.

Elections for Executive Committee

- Barb Blain asked what the expectations were for the executive committee.
- Thomas Fisher clarified that the exec commit is chair, vice-chair and 3 members
- Stacy Williams nominated Jake Stein for chair—he accepted
- Vice-chair--Tammy Maples nominated Stacy Williams

- Shirley Payne volunteered for committee
- Thomas Fisher nominated Barb Blain who accepted
- Kelsey volunteered to be on the executive committee
- Rep. Clere suggested that we expedite the process by voting for the entire slate at one time
- The entire slate was elected. This means that the Executive Council consists of:
 - Jake Stein Stein, Chair person
 - Stacey Williams, Vice chair person
 - Shirley Payne Payne, member
 - Barb Blain Blain, member
 - Kelsey Harmer, parent member
- Rep. Clere asked Michael Conn-Powers about a follow- up to his question from the last meeting regarding the standard deviations on data he had presented.

Michael Conn-Powers responded that the data he shared was on percentage and proportion of children rather than children's test scores.

- Data presentation from May needs to be sent out.
- Nicole Norvell asked if a zip code analysis available. An end of year report? Could data be broken down by zip code instead of county? It is hard to look at any county as a whole. It might help as a way to identify where services might be planted.
- Maggie=offered her help
- Thomas Fisher asked about the conference? Can the council see the evaluations?
(They are printed at the end of the minutes...SD)
- Christina Commons reported how excited participants were and what positive feedback she and her staff had received during the conference. The keynotes were particularly informative and motivating.
- Thomas Fisher let us know about a presentation from Indiana Youth Institute given by Charley Geier which he found valuable. It will be emailed to Council members.
- Christina Commons invited council members to share info with each other. Also, if there are any speakers. (e.g. Maureen Greer) that they would like to have present, let her know. Think about experts and other partners that can highlight what their work is doing...interlaced work around the state
- A member of the audience mentioned that Help Me Grow will be launching in counties that have yet to hear what they should be doing.
- Christina Commons responded that that is still being fleshed out.

- Shirley Payne offered to connect with concerned parties after this meeting to get them that information.
- Danny O'Neal reminded the council that we had a data and finance committee at one point and would like to resurrect it.
 - Just to take a look at whether we have the funds and how we use it.
 - Danny offered to do that with the data he has.
- Rep. Clere recommended again that we align our stipends with other state agencies.
- Christina Commons suggested that we look at boards and commissions that have a high number of mandatory parent participants for guidance of stipends.

No public Comment

Jake Stein publicly thanked Danny O'Neal for his service as the Chair

Karen Carradine motioned to adjourn

Thomas Fisher seconded

The meeting was adjourned at 2:30



First Steps Conference Survey Results (N= 321)

99.1% of attendees would recommend this conference to a colleague

When should we hold the next First Steps Conference?

2019	No preference	2020
60.7%	27.4%	11.8%

How did attendees rate the conference?

	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Keynote Speakers	92.8%	6.3%		0.9%
Convention Space	90.8%	8.3%		1.0%
Registration Process	84.7%	13.8%	0.6%	0.9%
Food	81.9%	16.8%	0.3%	1.0%
Location	70.1%	26.8%	2.2%	0.9%
Date	65.9%	29.7%	2.8%	1.6%
Networking Opportunities	61.3%	35.6%	2.5%	0.6%
Satisfaction with the knowledge and skills they gained	60.7%	37.7%	1.2%	0.3%
Breakout Sessions	35.2%	59.4%	4.1%	1.3%