

Meeting Minutes

Florida Interagency Coordinating Council for Infants and Toddlers

April 15, 2004 - 8:30 AM to 5:00 PM
Homewood Suites by Hilton - 2987 Apalachee Parkway -Tallahassee, FL

Welcome, Introductions, Meeting Overview

Members Present – Rosa Alvarez -Demblewski, Roni Bader-Tables, MaryLou Behnke, Gail Connolly, Judy Corso, Lori Fahey, Donna Fassett, S. Elizabeth Ford, Cynthia Fuller, Mariquita Fuller, Randee Gabriel, Martha Harbin, Jean L. Johnson, Paula Kendig, Gail Martell, Barbara Moore, Iris Palazesi, Monica Rutkowski, Carey Timinsky and Ilene Wilkins

Members not present – Jamie Barr, Arthur Guilford, Pamela Lindemann, Celeste Putman, Jeanette Ramos, and John Walker

Non-members Present –Lisa Barnes, Tal Black, Sarah Cloud, Elaine Matthews, Lindsay Phillips, Connie Wells, Carole West, and Betsy Wood. The Early Steps State Program Office staff joined the Council for the sponsored luncheon.

Ilene Wilkins welcomed Council members. Introductions were postponed until the sponsored luncheon. Margie Martinez reviewed briefing packets, agenda, and set up for sponsored luncheon.

Approval of January Minutes

Conclusions: January Meeting Minutes were approved.

Action	Person Responsible	Date Due
January Meeting Minutes will be posted on the FICCIT website.	Margie Martinez	4/30/04

Orientation to FICCIT

Tal Black presented on Interagency Coordinating Council (ICC) from a federal legislative perspective and Part C legislative intent. He described the ICC's function/role, composition, meetings, types of committees/taskforces, and ways in which business is conducted. He also shared how ICC's operate in other states. Margie Martinez reviewed the FICCIT Procedures Manual and explained the Travel Procedures and Instructions.

Discussion: Several members debated whether the By-laws were in draft form or not then tabled the issue for discussion during FICCIT Business. Members discussed the section of the Travel Procedures, which states the travel advance, or master billing of travel expenses option is only to be used when the travel reimbursement process will cause true hardship to the traveler and the situation must be fully explained by the traveler. They were also concerned that the Childcare Request form required advance approval, a justification for childcare and required information on their child's disability and need for specialized care. They stated these procedures and forms are not family friendly and may keep families from utilizing the travel advance and childcare reimbursement, which

could limit a family's participation on the Council. Paula Kendig provided a DOE invoice utilized by State Advisory Committee (SAC) members for reimbursement of childcare expenses.

Conclusions: The State Program Office will revisit the Travel Procedures and Instructions and related forms to ensure families receive timely reimbursement of travel and related expenses and the procedures are family friendly.

Action	Person Responsible	Date Due
1) Travel Procedures and Instructions and related forms will be revisited.	1) Monica Rutkowski & Margie Martinez	5/30/04
2) Investigate options available to provide parents stipend for participating on the Council.	2) Tal Black & Monica Rutkowski	5/30/04

Orientation to Part C Services

Monica E Rutkowski presented on the purpose of Part C, the General Supervision Responsibilities of Lead Agency for Part C, Early Intervention Program Services, identifying natural environments with families, the eight key concepts of the model, the process and system evaluation.

Discussion: Members discussed the feasibility of creating a list serve for FICCIT members to communicate and share information with each other.

Conclusions: Due to the Florida Sunshine Law a FICCIT list serve would have to be available to the general public.

Action	Person Responsible	Date Due
Explore the possibility of a list serve for FICCIT members and the general public.	Monica Rutkowski	6/1/04

Early Steps System Update

Janice Kelley provided an update on family involvement activities, comprehensive statewide training, and personnel development. She described how the General Supervision Responsibilities of the Lead Agency for Part C components are linked to specific duties assigned to State Program Office staff.

Legislative Update

Ted Granger provided an update on current bills before both the House and the Senate. There are several bills of importance this session: medically needy, services for pregnant women, workers' compensation system, and the autism spectrum bill, which is projected to fail again. The KidCare bill was passed and sent to the Governor providing additional coverage for thousands of Florida's children. Universal Pre-Kindergarten (UPK) issues have gone through several changes, for example; Child Development Associate's will be used instead of certified teachers, child to teacher ratios and curriculum were not established. Certified teachers will be teaching a summer course offered for qualifying children who will be entering kindergarten the next school year. Cynthia Fuller answered questions related to insurance issues in the legislature. At this point, there are no outright appeals of mandated insurance benefits.

Action	Person Responsible	Date Due
Members requested their e-mail addresses be provided to Ted Granger so they can receive his newsletter.	Margie Martinez	4/30/04

Evaluation of Early Steps

Christy Riffle explained the general purpose and process of the system evaluation and the design and methodology of the Early Steps Evaluation Plan.

Public Awareness and Marketing

Dawn Lynch and Catherine Duncan explained the purpose of the name change and the process for choosing the name. They presented visuals of the new image, which includes a cocoon and butterfly and reviewed the Early Steps Public Awareness and Marketing Plan. Members suggested methods for funding or decreasing the cost of public awareness and marketing by partnering with private companies and using flyers or cards instead of folding brochures.

Discussion: Some members expressed concern because the Council was not fully included in the decision making process regarding the new name.

Conclusions: The Council needs to establish a list of their responsibilities and develop methods for advising and assisting the lead agency.

Action	Person Responsible	Date Due
The Council will establish a list of their responsibilities and develop methods for advising and assisting the lead agency.	FICCIT Members NECTAC	7/26/04

Meeting Minutes

Florida Interagency Coordinating Council for Infants and Toddlers

April 16, 2004 - 8:30 AM to 4:30 PM
Homewood Suites by Hilton - 2987 Apalachee Parkway -Tallahassee,
FL

Members Present – Rosa Alvarez -Demblewski, Roni Bader-Tables, MaryLou Behnke, Gail Connolly, Judy Corso, Lori Fahey, Donna Fassett, Cynthia Fuller, Randee Gabriel, Martha Harbin, Gayle Harrell, Jean L. Johnson, Paula Kendig, Gail Martell, Barbara Moore, Iris Palazesi, Monica Rutkowski, Carey Timinsky and Ilene Wilkins

Members not present – Jamie Barr, Mariquita Fuller, Arthur Guilford, Pamela Lindemann, Celeste Putman, Jeanette Ramos, and John Walker

Non-members Present – Tal Black, Sarah Cloud, Shan Goff, David Lawrence, Jorge Laguna, Dawn Lynch, Elaine Matthews, Phyllis Sloyer, Lois Taylor and Carole West

DOE and Universal Pre-K Update

David Lawrence and Shan Goff introduced themselves to the membership. David provided a brief history of kindergarten and information on Universal Pre-Kindergarten (UPK). UPK will be voluntary, free and provide high quality education for all children. UPK legislature, which will set the standards for UPK, will be completed by the end of April. David stated the major issues for UPK are teacher education, quality of the educational setting, quality of curriculum and hours/days children are in school. The proposed UPK school day will probably be for 3 to 4 hours per day; children can attend any childcare or school that meets the state standards and participates in the program. It is projected that 90 thousand children will be attending UPK. Shan Goff provided an overview of funding necessary to establish the infrastructure for UPK. DOE is attempting to develop a system that is as seamless as possible and being proactive regarding parent and system issues. The high quality programs will also meet the special needs of children with disabilities. UPK will be under the Agency for Workforce Innovations. The next two weeks are critical for the UPK legislature. Shan concluded her remarks by encouraging the Council to advocate for UPK during the next two weeks. Visit the website <http://www.upkflorida.com/> for additional information.

Insurance Issues Updates

Cynthia Fuller reported the Office of Insurance Regulation investigated HMO denial rates but is not seeing a pattern for insurance companies denials exceeding the time allowed. Her Bureau Chief is willing to attend a FICCIT Meeting to answer questions. Council members need to provide specific information as to which HMO's insurance plans are denying claims late and the type of insurance plans and claims being denied. The Office of Insurance Regulation has regulatory oversight of insurance companies solvency and rates. Cynthia reported medical costs are cyclical and we are currently at a crisis in the state with insurance. There is some talk about establishing rates for care. Visit the website <http://www.floridahealthstat.com> for additional information.

Discussion: The members discussed the types of claims being denied and the companies denying claims. The majority of late denials are from Medicaid HMO's.

Conclusion: The Office of Insurance Regulation regulates Medicaid for solvency but does not regulate Medicaid payments. If there are Medicaid HMO issues, Medicaid must address them.

FICCIT Business

Discussion: The Council discussed the problems encountered by the ad-hoc committee who were to report on Eligibility and Cost Sharing for Part C Services. Some ad-hoc committee members provided a brief review of the information they received. They discussed the need for committee members to communicate and acknowledged that much of the work accomplished on councils is done within committees but funding committee expenses is a concern. Members debated the status of the By-laws and possible needed revisions. A **Motion was made** by Judy Corso to create an ad-hoc committee to revise the By-laws. Paula Kendig volunteered to Chair, Randee Gabriel, Jean Johnson, and Rosa Alvarez-Demblewski, agreed to be on the committee. *The motion was not voted on.* Tal Black suggested all members review the By-laws to determine if they need revision or clarification.

Members discussed scheduling a retreat to clarify their role/function, develop methods to accomplish role/function, address committee structure and revise the By-laws and/or structuring the July Quarterly Meeting to accomplish these tasks. Tal Black was asked to and agreed for himself or his staff to facilitate the July Quarterly meeting and suggested all members have the opportunity to provide input on the agenda. Several members suggested the meeting begin Sunday evening so the members

would have an opportunity to meet the facilitator. Roni Bader-Tables invited everyone to have dinner at her home in Miami on Sunday evening.

Family members expressed a desire to be involved in development of the Early Steps System for Family Involvement and requested the opportunity to review the document. Ilene Wilkins addressed the issue of support letters for other organizations. Tal Black explained the background on the Annual Report organizational format and questioned as to whether FICCIT may want to provide the Governor's report in a different format.

Conclusions: A **Motion was made** by *Donna Fassett* to remove the word Draft from the By-laws. The **Motion was 2nd** by *Gail Martell* and passed by Council. A **Motion was made** by *Paula Kendig* for the July Quarterly Meeting to be a working meeting facilitated by NECTAC to clarify FICCIT's role/function, develop methods to accomplish role/function, address committee structure and revise the By-laws. The **Motion was 2nd** by *Randee Gabriel* and passed by the Council. A **Motion was made** by *Donna Fassett* for the Chair to provide other organizations with letters of cooperation but letters of support will have to be approved by the Council. The **Motion was 2nd** by *Gail Martell* and passed by the Council.

Action	Person Responsible	Date Due
1) The word Draft will be removed from the By-laws.	1) Margie Martinez	4/30/04
2) The July Quarterly Meeting agenda will be structured so FICCIT can clarify their role/function, develop methods to accomplish role/function, address committee structure and revise the By-laws.	2) NECTAC & Council members	5/15/04
3) NECTAC staff will facilitate the July Quarterly Meeting.	3) Tal Black	7/26/04
4) The draft of the Early Steps System for Family Involvement will be sent to Family Involvement Committee for input.	4) Executive Committee	4/30/04
5) An update on Child Abuse Prevention and Treatment Act (CAPTA) was requested as an agenda item for the October FICCIT meeting.	5) Executive Committee	8/15/04
6) The ad-hoc committee work on Eligibility and Cost Sharing will be postponed until the July meeting.	6) NECTAC & Council members	7/26/04

Agency Reports

Iris Palazesi provided and reviewed the Department of Education agency report. Gail Connally provided handouts from various websites and reviewed the information. Medicaid and Early Steps worked with Agency for Health Care Administration (AHCA) on the issue of delay in providing approval for providers to bill Medicaid and are very hopeful this issue has been resolved. AmeriGroup HMO is contracted with Medicaid to provide medically needed services. AmeriGroup has been doing a blanket denial of services for early intervention services claiming these were developmental issues not medical. AHCA is attempting to resolve this issue but it is current being appealed by AmeriGroup. Visit the website www.fdhc.state.fl.us/index.shtml for additional information.

Public Comments

Elaine Matthews shared that Miami's Regional Policy Council (RPC) was very successful when the Council understood their role was to advice and assist not approve. Also it was extremely successfully, when the family members on the RPC were incorporated into the other committees. Sarah Cloud reports her agency, Florida Center for Child and Family Development, supports the new

delivery system but expressed concerns regarding agencies and providers' ability to afford delivering services.

Discussion: There was discussion regarding the affordability of providing services, funding methodology and structure of system.

Action	Person Responsible	Date Due
1) Funding methodology was requested as an agenda item for the October Quarterly Meeting.	1) Executive Committee	8/15/04
2) An update on possible changes to the structure for Early Steps programs was requested as an agenda item for the October Quarterly meeting.	2) Executive Committee	8/15/04

A **Motion was made** by *Randee Gabriel* to adjourn the meeting. The **Motion was 2nd** by *Gail Martell* and passed by Council.