

Meeting Minutes

Florida Interagency Coordinating Council for Infants and Toddlers

January 12, 2004

Hilton Jacksonville Riverside - Jacksonville, Florida

Welcome and Introductions

Members Present – Beth Albert, Rosa Alarez-Demblewski, Roni Bader-Tables, Gail Connolly, Judy Corso, Lori Fahey, Donna Fassett, Cynthia Fuller, Randee Gabriel, Pat Grosz, Martha Harbin, Gayle Harrell, Paula Kendig, Pamela Lindemann, Celeste Putman, Monica Rutkowski, Carey Timinsky and Ilene Wilkins

Non-members Present – Carole West, Dee Unsicker, Laura Levine, Mary Ann Bickerstaff, Lou Ann Long, Holly Peters, Gloria Hearn, and Janice Kelley

Members not present – Jamie Barr, MaryLou Behnke, Marquita Fuller, Arthur Guilford, Jean L. Johnson, Gail Martell, Barbara Moore, Iris Palazesi, Jeanette Ramos, and John Walker

Overview of Meeting

Discussion: Meeting structure utilizing Robert's Rules of Order - Ilene requested volunteers to assist. Members expressed concerns regarding their understanding of the role of facilitator. Volunteers were Roni Bader-Tables (timekeeper) and Pamela Lindemann (note taker).

Conclusions: Members approved the new meeting structure and requested additional information on the role of the facilitator and Robert's Rules of Order.

Action items:	Person responsible:	Deadline:
Investigate training available on Robert's Rules of Order and consider for agenda item at next meeting.	Margie Martinez	02/15/04

Approval of October, 2003 Minutes

Discussion: Pat Grosz not shown as present – The names of the two new members whose applications were approved by FICCIT are not listed - ITTS used instead of ITDS.

Conclusions: October Minutes were approved with the following changes. Pat Grosz will be added to the list of members present. The names of two new members whose applications were approved for submission to the Governor's Office for appointment will be added. ITTS will be changed to read Infant and Toddler Developmental Specialist.

Action items:	Person responsible:	Deadline:
The October Minutes will be corrected as noted and posted on the FICCIT website.	Margie Martinez	01/30/04

New Member's Appointed by Governor

New members introduced: Rosa Alarez-Demblewski, Martha Harbin, Gayle Harrell, Celeste Putman and Carey Timinsky

Membership Orientation

Discussion: Proposed table of contents for FICCIT Orientation Manual

Conclusions: Members will provide written input regarding recommended additions or deletions to table of contents prior to end of January meeting.

Action items:	Person responsible:	Deadline:
1) Input regarding recommended additions or deletions will be considered in finalized table of contents.	1) Margie Martinez & Lori Fahey	01/23/04
2) A public awareness letter regarding FICCIT and the vacant slots in the Caregiver of a Child with Disability category will be submitted to local Early Intervention Program's for publication in their newsletters. A similar letter will also be sent to Foster Homes with children who receive Part C services.	2) Ilene Wilkins	02/15/03
3) A flyer/brochure will be created for increased Public Awareness regarding role of FICCIT and application to the Council.	3) Ilene Wilkins and Lori Fahey	02/29/04
4) The orientation manual will be completed and include meeting minutes from the previous year in electronic format.	4) Lori Fahey and Margie Martinez	03/15/04
5) An orientation to FICCIT will be provided for all council members.	5) Margie Martinez, Lori Fahey & National Early Childhood Technical Assistance Center	04/15/04
6) Guidelines for FICCIT travel reimbursement will be developed and disseminated to all council members.	6) Margie Martinez & LaToya Johnson	03/15/04

Legislature Updates/Children's Week

Discussion: Representative Gayle Harrell provided input on available State revenues and answered legislative questions.

Monica Rutkowski provided an update on Federal Issues and new legislation requiring a developmental screening on all children at-risk for delays who are involved with Department of Children and Families.

Conclusions: Children's Medical Services and Department of Children and Families will consider utilizing the same screening tools.

Action items:	Person responsible:	Deadline:
Collaboration between Children's Medical Services and Department of Children and Families on: CAPTA and the Early Periodic Screening and Diagnostic Treatment	Monica Rutkowski Celeste Putman	03/31/04

FICCIT Agenda for Legislature Activities - Children's Week

Discussion: Lou Ann Long reported on Children's Week Activities. Additional information is available at www.childrenweek.org/events.

Randee Gabriel reported families plan to deliver birthday cupcakes and birthday cards (including personal Part C success stories) to their local legislators' office and/or their offices in Tallahassee.

Rosa Alarez-Demblewski's representative visited her child's classroom with the press, which was very successful and she suggested other families utilize this method to gain support.

Conclusions: The birthday cupcakes will cost approximately \$300.00.

Action items:	Person responsible:	Deadline:
1) Birthday cupcakes will be delivered to the Legislators' reception in Tallahassee during Children's Week.	1) Randee Gabriel	03/02/04
2) Ilene Wilkins agency will provide \$100.00 toward purchase of birthday cupcakes.	2) Ilene Wilkins	02/22/04

Early Intervention Program Update

Discussion: Implementation of New Service Delivery System - Provided updated information, activities and timelines related to the resolution of issues and policy development related to the implementation of the New Service Delivery System for the Infants and Toddlers Early Intervention Program.

Statewide Training Plan in development – Regional trainers have been interviewed but the position will be advertised again in North, North Central and South Florida.

Evaluation of New Service Delivery System - A consultant is under contract with the State Program Office to design the methodology and evaluate the New Service Delivery System. The methodology and evaluation design should be in place by June 30, 2004. A small taskforce will be convened to guide the design of the process. It is anticipated that the evaluation process will extend over a three-four year time period.

Conclusions: State Program Office requested assistance from FICCIT members in establishing the outcomes and indicators to be utilized by the small taskforce.

Issues to Address in Advisory Groups

Discussion: Evaluation of New Service Delivery System

Conclusions: FICCIT members broke into 2 small advisory groups and provided feedback on flip charts at end of meeting.

Action items:	Person responsible:	Deadline:
FICCIT will advise the State Program Office regarding outcomes and indicators for the Evaluation of New Service Delivery System.	FICCIT Advisory Group Members	01/13/04

Draft Meeting Minutes

Florida Interagency Coordinating Council for Infants and Toddlers

January 13, 2004

Hilton Jacksonville Riverside - Jacksonville, Florida

Members Present – Beth Albert, Rosa Alarez-Demblewski, Roni Bader-Tables, Gail Connolly, Judy Corso, Lori Fahey, Donna Fassett, Cynthia Fuller, Randee Gabriel, Pat Grosz, Martha Harbin, Gayle Harrell, Paula Kendig, Pamela Lindemann, Celeste Putman, Monica Rutkowski, Carey Timinsky and Ilene Wilkins

Non-members Present –Carole West, Dee Unsicker, Laura Levine, Mary Ann Bickerstaff, Lou Ann Long and Mary Sikora

Members Not Present – Jamie Barr, MaryLou Behnke, Marquita Fuller, Arthur Guilford, Jean L. Johnson, Gail Martell, Barbara Moore, Iris Palazesi, Jeanette Ramos, and John Walker

Overview of Meeting

Discussion: Recap of Day 1 - Action items were reported by Pam Lindemann. New format for meeting minutes was presented and reviewed by council.

Conclusions: Members agreed to the new format for minutes of the meeting.

Action items:	Person responsible:	Deadline:
1) New format for meeting minutes will be utilized.	1) Margie Martinez	01/13/04
2) Link to FICCIT website which includes the meeting minutes from the past year will be sent electronically to all members.	2) Margie Martinez	01/30/04

Advice from Small Advisory Groups

Discussion: Judy Corso presented the information from the groups with input from members.

Conclusions: Information needs additional work, as some of the outcomes are indicators.

Action items:	Person responsible:	Deadline:
1) A Power Point presentation was presented to the Council on the group's outcomes and indicators for the Evaluation of New Service Delivery System.	1) Margie Martinez and Judy Corso	01/13/04
2) Information will be utilized by the taskforce in designing the Evaluation of New Service Delivery System.	2) Janice Kelley	06/30/04

Next Steps

Discussion: Monica Rutkowski explained the issues that the State Program Office is currently or will be researching in order to develop future policy. The topics are: Eligibility Criteria for Part C, Cost Sharing for Part C Services and Family Involvement.

There were questions on the intent of the federal law relating to Part C Services.

Several members expressed concerns regarding the impact of Eligibility Criteria for Part C and Cost Sharing for Part C Services on families.

A **Motion was made** by *Martha Harbin* to create an ad hoc committee to research the issues of Eligibility Criteria for Part C and Cost Sharing for Part C Services on Families and report back to the council. The **Motion was 2nd** by *Paula Kendig* and passed by council.

Conclusions: Members need additional information on intent of the federal law related to Part C and an Overview of the Early Intervention Program.

Action items:	Person responsible:	Deadline:
1) Intent of the federal law relating to Part C Services and an Overview of the Early Intervention Program will be agenda items for the April meeting.	1) Monica Rutkowski and Margie Martinez	03/15/04
2) Members will establish an ad hoc committee to address Eligibility Criteria for Part C and Cost Sharing for Part C Services and will provide information at April Quarterly Meeting.	2) Pamela Lindemann, Judy Corso, Monica Rutkowski, Pat Grosz, Martha Harbin, Paula Kendig, Randee Gabriel	04/01/04

Jacksonville Early Intervention Program

Discussion: Dee Unsicker presented on the Jacksonville Early Intervention Program.

FICCIT Committee Reports

Discussion: Involvement of the Outcomes Committee in the State Program Office's revisions to the IFSP. Carole West reported receiving e-mails from the State Office requesting comments on the IFSP revisions.

Judy Corso reported for the Training and Education Committee - see attached report.

Pat Grosz reported for the Outcomes Committee – needs Committee Chair.

Paula Kendig reported for the Family Involvement Committee – has not met since last October.

Randee Gabriel reported for the Public Policy Committee and passed out a package of materials to all members.

Program Quality Committee needs a Chair

Conclusions: Pat Grosz needs to be replaced as Chair on the Outcomes Committee.

Family Committee needs information on procedures for setting up a committee meeting.

Committees need to submit written reports to FICCIT Liaison prior to each quarterly meeting.

Action items:	Person responsible:	Deadline:
1) Family Involvement Committee Chair will contact FICCIT Liaison for information and assistance in setting up meeting.	1) Paula Kendig & Margie Martinez	02/15/04
2) The FICCIT Liaison will send an e-mail reminding	2) Margie Martinez	4 weeks

committees to submit written report for briefing packet prior to each quarterly meeting. 3) Committee reports will be sent to FICCIT Liaison prior to each quarterly meeting.	3) Committee Chairs	prior 3 weeks prior
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Agency Reports

Discussion: Celeste Putman reported for Child Care.

Carole West reported for DOE and submitted written report to all members.

Gail Connolly reported for Medicaid.

Cynthia Fuller reported for Insurance.

Monica Rutkowski reported for Department of Health.

Conclusions: Issues relating to health insurance has a major impact on the Early Intervention System so this topic should be an agenda item at the next meeting.

Agencies need to submit written reports to FICCIT Liaison prior to each quarterly meeting.

Action items:	Person responsible:	Deadline:
1) The Department of Health will explore their involvement in providing information to the legislative committee who is currently investigating the possibility of eliminating the mandate for insurance companies to cover specific health care (neo-natal care and mammograms).	1) Monica Rutkowski	01/30/04
2) Medicaid will follow up on medical necessity issues and the length of time necessary for Agency for Health Care Administration to authorize approval for Targeted Case Management.	2) Gail Connolly	02/28/04
3) Insurance issues will be added to agenda for April meeting	3) Margie Martinez	3/15/04
4) The FICCIT Liaison will send an e-mail reminding agencies to submit written report for briefing packet prior to each quarterly meeting.	4) Margie Martinez	4 weeks prior
5) Agencies reports will be sent to FICCIT Liaison prior to each quarterly meeting.	5) Agency Representatives	3 weeks prior

Public Comments

Lou Ann Long - The Florida's Children's Forum and the Florida Partnership for School Readiness contracted with Dr. Pam Phelps and Dr. Louise Boothby to develop a new training module, Beyond Differences & Diagnoses – Celebration of Inclusion of All Children. The new module goes with Beyond Center and Circle Time best practices training modules which is currently being used to train early childhood caregivers statewide. The School Readiness Collations has a list of assessment tools that will be used to screen pre-school children.

FICCIT Business

Discussion: FICCIT website is difficult to locate.

April Quarterly Meeting needs to be in Tallahassee.

Families involved with FICCIT need telephone cards to participate on conference calls.

Conclusions: FICCIT website needs to be more accessible to general public.

Investigate availability of hotels and schedule April meeting in Tallahassee if possible.

Biographical information on old members needs to be updated and new members need to provide information. (4 to 5 sentences).

Action items:	Person responsible:	Deadline:
1) Investigate providing a link between Central Directory and FICCIT websites.	1) Margie Martinez	02/15/04
2) FICCIT website will be updated and link e-mailed to all members.	2) Margie Martinez	01/30/04
3) April Quarterly Meeting will be held in Tallahassee.	3) Margie Martinez	01/15/04
4) Biographical information will be compiled and submitted to FICCIT Liaison for dissemination.	4) Randee Gabriel	02/15/04
5) Check with the Governor's Office to see if members who are eligible for reappointment need to submit a new application.	5) Margie Martinez	01/23/04
6) Families who need pre-paid telephone cards to conduct FICCIT related business is an issue that will be addressed by the Executive Committee.	6) Ilene Wilkins, Paula Kendig, and Monica Rutkowski	02/15/04
7) New membership and BY-LAWS will be addressed by the Executive Committee	7) Ilene Wilkins	03/30/04