

FICCIT Quarterly Meeting
Tallahassee, Florida
January 30-31, 2003
Meeting Minutes
Approved on 4/24/03

Thursday, January 30, 2003

Members present: Mary Bryant, Monica Rutkowski for Mike Haney, Pat Grosz, Mary Lou Behnke, Jamie Barr, Gail Martell, Lori Fahey, Carole West for Michelle Polland for Shan Goff, Ann Levy, Randee Gabriel, Paula Kendig, Ernie Kessel, Donna Fassett, Wendy Johnston.

Guests: Wendy Struchen-Shellhorn, Ava James, Jeanette Ramos, Laura Lucas, Lori Savage, John Hall, Janice Kelley, Tameka Davis, Kelly Purvis, Haylie Smith

Meeting was called to order at 10:15. Ilene is fogged out of Tallahassee and has asked Ernie to facilitate the meeting until Ilene arrives. Introductions were made of all present.

Approval of minutes: A motion was made to accept the DRAFT October 10-11, 2002 Meeting Minutes with corrections. The motions was seconded and approved unanimously.

FICCIT Member Appointments Update- There was discussion about the membership issues. There has to be three applications per seat for the Governor to consider appointing the positions. There was discussion about the financial hardships that FICCIT is causing. Some members cannot financially afford to pre-pay for their travel and childcare while they are at the FICCIT meeting. Travel is a major issue for the members of FICCIT. John Hall offered financial support for Jeanie Forthuber to be able to pre-pay for travel expenses to attend FICCIT. There are two unresolved issues: 1. How do we get reimbursement up front? 2. Parents should be able to sit on the Council even if they are not a member of PRO.

A motion was made that a small task force be appointed that will address all aspects of membership issues. The motion was seconded and passed unanimously. An additional issue was recommended by the parent consultant for the task force to visit. Clarification of whether a family participates on FICCIT until they are approved or not by the governor.

The task force should not be more than three members from FICCIT. Paula Kendig, Randee Gabriel, Ann Levy, Gail Martell and Ava James volunteered to sit on the task force. Ann will chair the task force. The task force will have their first conference call within a month of this meeting.

Travel issues were discussed. Tameka Davis was present to answer any questions that members had regarding the travel requirements for FICCIT members. Individuals requesting travel should overestimate when completing their travel request form. AirTran must be used for flights even if other airlines are cheaper.

Report from the Federal ICC meeting and OSEP Conference was to be presented by Ilene Wilkins but her plane is running late due to the weather. Paula Kendig will present for Ilene. The conference was not as fulfilling as it was two years ago in Paula's opinion from a parent's perspective. The meeting was November 4-6, 2002. The Reauthorization of IDEA was discussed minimally at the conference. Based on this discussion, a motion was made that an ad hoc committee be formed to address the reauthorization of IDEA and develop a white paper (ask

Mary for details) from FICCIT to be reviewed at the next meeting or prior to the next meeting by FICCIT by conference call. The motion was seconded. Passed unanimously. Members of the ad hoc committee: Ilene Wilkins, Pat Grosz, Monica Rutkowski, Jamie Barr, Mary Bryant. Mary was nominated to be Chair of the ad hoc committee.

Ilene Wilkins asked that the agenda be revised to have the Agency Reports before lunch and the EIP Stakeholder's Workgroup update after lunch, when she is present.

Agency Reports

Department of Insurance- Cynthia Fuller- The Department of Insurance does not exist anymore. Cynthia wanted to provide organizational chart at the meeting but due to moving could not. She will have one at the next meeting.

Agency for Health Care Administration- Wendy Johnston- Wendy reviewed the materials that she sent in the briefing packet. Shelly Brantley left AHCA yesterday. She passed out handout about HIPPA. All 45 providers information handbooks are being revised. Will send Haylie a notice about the handbooks being available. They are being revised in rounds of four.

Department of Education- Carole West- Carole asked for questions regarding the Agency report. Currently as of February 1, 2003, six regional meetings are going on regarding the accommodations for the 2003 FCAT. Carla Brown's position has not been filled yet but it has been advertised.

Department of Health- Monica Rutkowski- Dr. Cynthia Ford has interviewed for the position of Deputy Secretary of Children's Medical Services. The \$1.8 million dollars is in the Governor's proposed budget.

Janice Kelley spoke about the General Supervision Enhancement Grant that five of the seven universities have been awarded. The funded regional partnerships are within each of the following universities: University of South Florida, University of North Florida, University of Florida, Florida State University, and Gulf Coast University in Ft. Myers. Three of the five are putting in place the six courses that the University of Central Florida developed to certify the Infant and Toddler Developmental Specialist. CMS is working very close with the Department of Education to find ways to sustain this and include other universities. Judy Heavner is the Grant Coordinator. Judy began working at CMS in mid January.

Department of Children and Families- no one present

Committee Reports

Outcomes- Pat Grosz- Passed out all Outcomes Meeting Minutes for meetings that have been held since the last FICCIT Meeting in October. The next meeting is scheduled for March 4, 2003, in Tampa at USF Communication Sciences and Disorders Administrative Offices from 10:00-2:00. FICCIT would like to see the FSP and Plan of Care be merged into one document. It was agreed that the FSP and the Plan of Care documents will be taken back and looked at again by the committee. It was also recommended, by a visiting provider, that a provider be on the committee when they are reviewing these two forms.

Program Quality - Jamie Barr- Committee decided in December that due to the Stakeholders Workgroup Meeting, some of the issues they were working on have been put on hold. Jamie

asked if the Steering committee was merged with the program quality committee? Janice Kelley explained that both lists were included with the memo that explained the process for recommending the Stakeholder's Workgroup Meeting members. Jamie needs clarification on the committee makeup and whether or not she needs to include additional members of her committee from the OSEP Steering committee. There was discussion about the direction in which the committees are going and how the committees were decided upon. There is not a Steering Committee outside of the Program Quality Committee. The Program Quality Committee is the Steering Committee.

Public Policy- Randee Gabriel-Requested member bios from everyone present by the end of the meeting. Randy will make corrections/additions and send to Dawn Harlock and Haylie Smith who will have the information posted on the FICCIT website. Randee passed out minutes from the committees last meeting. Randee discussed what items will be posted on the website: meetings announcements, meeting minutes, the membership application, member bios, FICCIT By-Laws, Strategic Plan, etc.

Briefing packets will be posted on the website in an upcoming meeting folder and will have a folder for past meeting briefing packets and a folder for approved meeting minutes. Haylie will send a notice to members that materials have been posted with the address.

When something needs to be posted it has to come to Haylie or Dawn—not to Armando Oliva. The website should not be perceived as a way of communication but as a clearinghouse of information. If something is of urgency, it should be emailed. Jon Bandes said that he has sent the brochure to Monica twice, but has not been received by the Department. The Department has to approve it before it can be printed. The brochure must be at the Department by next Monday, February 4, 2003, for review and approval or it cannot be printed and distributed in a timely manner. The brochure will be emailed to Tameka Davis. There are two new Public Policy Committee members, Tony Voygt and John Hall.

Training and Education Committee (TEC) - Ernie Kessel- Kelly Purvis will be taking the place of a parent on the TEC since a parent left recently. Susan Duwa is no longer facilitating the committee. The first classes from the University of Central Florida grant are currently being provided. The Infant and Toddler Developmental Specialist competencies were posted on the CMS website for thirty days for public comment. Very few comments were received regarding the competencies. The competencies have not been officially approved but should be in the next two weeks. A memo will be going out announcing the approved competencies.

During the TEC's October meeting the competencies were discussed as to whether or not the same competencies would be used for the Special Instruction Consultant also. It was suggested that maybe they could be merged into one set of competencies. TEC recommends that the same competencies would apply to both positions but the Special Instruction Consultant would have to have the competencies and also have additional instruction. Two task forces will be developed: A task force that will look at who does the job description and how it fits with Medicaid and a task force that will look at the clinical component. A motion was made to require the Infant and Toddlers Specialist and the Special Instruction Consultant to meet the basic competencies. The Special Instruction Consultant will be required to have, above and beyond the basic competencies, other requirements. Motion was seconded. It was suggested that if this is required, an increase in pay should also be considered. Motion was approved unanimously.

All teachers who are either employed by school districts or are a contracted teacher that are being paid by school system funds would need to have the same competencies. Beginning July 1, 2004,

the infrastructure will be in place for the Provider Approval Process. By July 1, 2007 all existing providers would have to be approved or be disenrolled from the program.

TEC is recommending that the approval of the competencies be a centralized system. Options are being explored to find ways that the system could be centralized.

A motion was made to approve the recommendation that the system will be a centralized system and approved unanimously. The next TEC meeting is April 16, 2003.

Parent Resource Organization

Proposed Re-Organization Presentation- Paula Kendig

Mary recommended that the FICCIT bylaws be reviewed and PRO will research the 501.3C option before the next Quarterly meeting. PRO will be on the agenda at the April Meeting.

A motion was made for PRO to be given an opportunity present at the Stakeholder's Meeting in March. The presentation could be linked to the first two questions regarding the family involvement. The motion was seconded and passed unanimously.

A motion was made for FICCIT to support the reorganization concepts laid out in the PRO Proposed Structure with the exception of the budget. Motion was seconded.

Amendment to the motion: Between now and the July FICCIT meeting, the plans will be finalized and the transition will begin. Motion was seconded and passed unanimously.

Meeting adjourned at 4:40.

Friday, January 31, 2003

Meeting was called to order at 8:40.

Members present: Donna Fassett, Cynthia Fuller, Jamie Barr, Pat Grosz, Mary Lou Behnke, Monica Rutkowski for Mike Haney, Gail Martell, Lori Fahey, Carole West for Michelle Polland for Shan Goff, Ann Levy, Randee Grabriel, Paula Kendig, Ernie Kessel, Wendy Johnston, Ilene Wilkins, Eric Handler

Guests: Lou Ann Long, Tameka Davis, Lori Savage, Wendy Struchen-Shellhorn, John Hall, Iris Palazesi, Ava James, Jeanette Ramos, Janice Kelley, Kelly Purvis, Haylie Smith

Membership issues: The executive committee met yesterday to take action on applications that have been submitted. Linda Bower and Pam Lindeman will receive a letter notifying them that their application will be sent to the Governor's office but they will not actively participate on the Council unless they are appointed to the Council by the Governor. Roni Bader-Tables submitted an application for the provider category. Roni's application will be submitted to the Governor's Office but she will not actively participate on the Council unless she is appointed to the Council by the Governor.

Ilene sent a letter to families in the state requesting interested applicants.

Ilene reviewed the DRAFT By-Laws with the Council regarding the two unexcused absences. Lee Ann Stacpoole will receive a letter acknowledging her resignation. It was suggested that Haylie send a reminder with the meeting announcement about members notifying the Chair or

FICCIT Liaison if they will not attend the upcoming meeting. It was suggested that members notify Haylie if they will not be attending the meeting and she will then forward the message to Ilene.

The executive committee will review the By-Laws regarding membership.

EIP Stakeholders Group Update – Monica Rutkowski

Monica gave a review of the focus group and Stakeholder's Workgroup process. There was discussion about the process. The membership makeup of the Stakeholder's Workgroup was discussed. A motion was made for Ernie Kessel and Arthur Guilford to represent FICCIT on the Stakeholder's Workgroup. The motion was passed unanimously.

The agenda for the Stakeholder's Workgroup Meeting will be developed with the assistance of Maureen Greer, the facilitator of the Stakeholder's Workgroup Meeting, along with all data that will be compiled. A decision has not been made about how the decisions will be made at the Stakeholder's Workgroup Meeting.

A motion was made to add the Bureau Chief of Insurance Regulation to the Stakeholder's Workgroup. The motion seconded and approved unanimously.

A motion was made to schedule a conference call on March 10, 2003 at 2:00 to discuss the summary of the Focus Group Meetings results. Ernie will ensure that FICCIT Members will have access to the information before the conference call. CMS will try to have it posted on the web. A 1-800 number requested for the conference call.

Ernie and Arthur will use their best judgement when representing FICCIT on the Stakeholder's Workgroup. However, if someone has certain concerns or issues they need to email them to Ernie and Arthur by March 15.

A motion was made that the recommendations from the Stakeholder's Workgroup Meeting will be presented to FICCIT for review and/or endorsement before they are reviewed/ approved by the Department. The motion was seconded and passed with one abstaining.

Public Comment

Lou Ann gave a summary of the Inclusion Conference that was held last week. The Central Directory has secured two additional grants. Lou Ann has been working with the Department of Health to provide childcare for the upcoming EIP Focus Groups. Providing Childcare for Children With Disabilities Conference has been scheduled for July 14-15, in Tampa.

Monica passed out certificates of recognition to members who have served at least one year on FICCIT.

Meeting adjourned at 12:25.