

Meeting Minutes

Florida Interagency Coordinating Council for Infants and Toddlers

Quarterly Meeting and Retreat
July 26, 2004

8:00 AM to 4:00 PM
Hilton Miami Airport - Miami, Florida

Welcome, Introductions and Overview

Ilene Wilkins, Chair called meeting to order and everyone introduced himself or herself.

Members Present:

Beth Albert, Rosa Alvarez-Demblewski, Roni Bader-Tables, Gail Connolly, Judy Corso, Donna Fassett, Cynthia Fuller, Mariquita Fuller, Randee Gabriel, Martha Harbin, Jean Johnson, Paula Kendig, Pam Lindemann, Gail Martell, Monica E. Rutkowski, Carey Timinsky, Ilene Wilkins, and John Walker

Members Absent: MaryLou Behnke, Lori Fahey, Gayle B. Harrell, Barbara Moore, Michele Polland/Iris Palazesi, Elizabeth S. Ford and Celeste J. Putman,

Non-members Present:

Carole West and Laura Levine

FICCIT Business Meeting

Selection of FICCIT Chairperson and Vice Chairperson

Chair, Ilene Wilkins and Vice-Chair, Arthur Gilford resigned their positions effective as of the July Quarterly meeting. Nominations from the Council for Chair were Paula Kendig and Beth Albert. Nominations for Vice-Chair were Randee Gabriel and Gail Connolly. Council members cast votes with Paula Kendig elected as Chair. The Vice-Chair position was a tie, council members recast votes with Randee Gabriel elected Vice-Chair. Ilene Wilkins turned over the meeting to the newly elected Chair, Paula Kendig.

Discussion: The term of office for Chair and Vice-Chair for the recently elected Chair and Vice-Chairpersons.

Conclusion: A motion was made by Rosa Alvarez-Demblewski, 2nd by Pam Lindemann and approved by the Council for the recently elected Chair and Vice-Chair to serve as interim Chair and Vice-Chair until January 2005 and then serve a full two-year term to end January 2007.

FICCIT By-laws

Discussion: Paula Kendig made a motion that the Vice-Chair position be changed to Chair-Elect in the By-laws. Several Council members noted other areas of the By-laws, which need revisions.

Conclusion: A motion was made by Rosa Alvarez-Demblewski, 2nd by Cynthia Fuller and approved by the Council to have the following changes made to the Bylaws.

Bylaw 3.5. **Changed from** - A member who is absent from more than two FICCIT or committee meetings within a twelve-month period shall be considered unable to participate and that member's position on FICCIT shall become open for new appointment. The Executive Committee will have final review on any exceptions. **To** - The Executive Committee shall review the individual circumstances of members who regularly miss Quarterly and/or committee meetings and decide if the Council member should be removed from the Council. The Executive Committee decision shall be ratified by the full Council membership at the next Quarterly meeting.

Carole West asked for clarification on two of the Bylaws. Bylaw 6.7 Staffing The state lead agency and designated programs in the state education agency shall provide staff support services to the FICCIT. Carol asked how this Bylaw effected DOE's position and what role was DOE to play in providing staff support service to FICCIT. This will be considered during the Bylaw revisions. Bylaw 2.2.5 Commenting publicly on the Florida State Plan as required by IDEA, Part B. Currently the FICCIT Chair reviews and indicates approval by signature of the Annual Performance Report (APR) being submitted by Early Steps to the Office of Special Education Programs. Tal Black referred the members to the APR included in the briefing packets and explained since the report has become very technical in format many ICC's are developing a streamlined report.

Tal Black suggested the by-laws issue be tabled until the Council discusses the priority issues later in this meeting.

Other Items of Business

Rosa Alvarez-Demblewski, Paula Kendig and Pam Lindemann reported on their participation in the National Parent Leadership Development Project for the Interagency Coordinating Council (ICC) Institute Training. The training focused on team building and the role of family members on the ICC. Many of the state ICC's represented at the training control their budget, work on specific projects and had a diverse family membership due to family outreach activities. Only a few state ICC's hold 2-day meetings as most of the work is done in committees. Rosa Demenski-Alvarez reported on a recent ICC conference call she was asked to participate in during the Institute Training. Georgia, which did not participate in the training, has a program that is funded by the state and the Mexican Consulate to provide information regarding services available to immigrant families who have children with delays or disabilities.

Conclusion: A motion was made by Cynthia Fuller, 2nd by Rosa Alvarez-Demblewski and approved by the Council to accept the April Quarterly Meeting minutes.

Clarifying FICCIT's Role and Responsibilities for the Coming Year

List of priority areas needing the advice and assistance of FICCIT during the next year

Tal Black reviewed objectives and structure of meeting. Tal Black and Katy McCullough reviewed priorities defined by the Lead Agency.

FICCIT priority areas for the coming year

FICCIT members identified additional priorities.

Develop specific goals and plans for the coming year

Members identified the most important priorities for the Council to address during the next year.

1. Infrastructure/funding methodology/building an early intervention system instead of a program
2. Family Involvement, family cost participation and multicultural training events
3. Legislative incentives and public awareness
4. Changing eligibility criteria and review of training

Meetings of small groups

Members signed up for small workgroups according to their expertise and interest in specific issues. Each group met separately to begin developing an initial work plan of specific goals and strategies for addressing its assigned priority area(s).

Adjourned for the day

Brief meeting of the retreat-planning group

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Review of the previous day's activities and overview of the day

Reports from small workgroups:

Each small workgroup shared proposed goals for addressing priority area(s) and proposed plans/activities for achieving the goals. Cynthia Fuller reported on infrastructure, funding methodology and building an early intervention system instead of a program. Pam Lindemann reported on family involvement, family cost participation and multicultural training events. Judy Corso reported on changing eligibility criteria and review of training. Rosa Alvarez-Dembelewski, Mariquita Fuller and Martha Harbin reported on legislative incentives and public awareness. See attached documentation.

Discussion: Determine how the priority areas identified aligned with FICCIT's standing committee structure. Monica Rutkowski provided information on funds allotted to support FICCIT during the next year. FICCIT Quarterly and committee meetings and all other related activities are allocated twenty three thousand dollars for fiscal year July 2004 to June 2005. Each of the workgroups: Infrastructure/Funding Methodology and Service Coordination are allocated five thousand dollars.

Meeting of small workgroups

Based on the discussion and feedback from FICCIT members each small workgroup revised the specific goals for their priority area and further developed plans for achieving the goals, including identifying resources and supports needed, a general timeline for plans and activities, and immediate next steps to be carried out prior to the October Quarterly FICCIT meeting.

Final session of the FICCIT retreat

Brief reports from the small groups

Cynthia Fuller provided an updated report on infrastructure, funding methodology and building an early intervention system instead of a program. Pam Lindemann provided an updated report on family involvement, family cost participation and multicultural training events. Judy Corso provided an updated report on changing eligibility criteria and review of training. Martha Harbin provided an updated reported on legislative incentives and public awareness.

Revisiting any plans for developing amendments to the By-laws

The Executive Committee and Cynthia Fuller will address the By-laws issues and disseminate revisions to the full Council for input.

Three standing committee's were formed:

Public Affairs - Co-Chaired by Rosa Alvarez-Demblewski and Donna Fassett

Personnel Training and Development - Chaired by Judy Corso

Family Leadership - Chaired by Pam Lindemann

Members expressed interest in the following committees as reflected below:

Family Leadership	Personnel Training and Development	Public Affairs
Gail Martell	Judith Corso	Monica Rutkowski
Pam Lindemann	Beth Albert	Ilene Wilkins
Beth Albert	Gail Connolly	Carey Timinsky
Cynthia Fuller	Paula Kendig	Martha Harbin
Martha Harbin	Roni Bader-Tables	Rosa Alvarez-Demblewski
Randee Gabriel		Mariquita Fuller
		Jean Johnson
		Donna Fassett

Ad-hoc workgroups will be formed to address:

Infrastructure and funding methodology

Family cost participation

Eligibility criteria

Service coordination

Members expressed interest in the following Ad-hoc workgroups as reflected below:

Family Cost Participation	Eligibility Criteria	Service Coordination	Infrastructure and Funding Methodology
Gail Martell	Mariquita Fuller	Beth Albert	Paula Kendig
Pam Lindemann	Judith Corso	Gail Connolly	Roni Bader-Tables
	Roni Bader-Tables		Martha Harbin
	Carey Timinsky		Jean Johnson
	Ilene Wilkins		Gail Connolly
			Randee Gabriel
			Cynthia Fuller

Other FICCIT business

The members voted to move the October Quarterly meeting in Orlando, Florida from October 25 – 26, 2004 to October 26 - 27, 2004. Members discussed and scheduled the Quarterly meeting for the upcoming year as follows:

- February 15 -16, 2005 in Tallahassee, Florida
- June 1 – 2, 2005 in Orlando, Florida
- August 23 – 24, 2005 in Tallahassee, Florida
- November 8 -9, 2005 in Destin, Florida

Meeting Adjourned