

**Quarterly FICCIT Meeting
Tampa, Florida
July 14-15, 2003
Minutes**

Meeting was called to order at 9:10.

Ilene welcomed everyone and introduced Dr. S. Elizabeth Ford. Dr. Ford and Mike Haney participated by speaker phone. Ilene then gave a summary of FICCIT. The members of FICCIT introduced themselves to Dr. Ford.

Members present: Arthur Guilford, Ilene Wilkins, Paula Kendig, Barbara Moore, Beth Albert, Gail Martell, Randee Gabriel, Gail Connolly, Lori Fahey, Ann Levy, John Walker, Michele Polland, Monica Rutkowski for Mike Haney, Mary Bryant, Donna Fassett, Pat Grosz, Pamela Lindeman

Part C Coordinator: Monica Rutkowski

Guests present: Judy Corso, Barbara Mainster, Susan Potts, Susan Barrows, Paula Lalinde, Sue Cannon, Elaine Mathews, Carole West, Kelly Purvis, Haylie Smith

EIP Stakeholders Report

- Monica gave a review of the Stakeholders Workgroup Process. The target date for dissemination of the Infants and Toddlers Early Intervention Program 2003 Stakeholders Implementation Plan is the beginning of August.
- OSEP will be visiting the Part B and Part C State Program Offices in Tallahassee in September.

Review and Approval of April Meeting Minutes

- Outcomes section page 2-“...it was suggested that the new fsp document ...”
- Page 5- Wendy Johnston will be retired as of June 1 not July 1.

A motion was made to accept the minutes with changes, seconded and approved unanimously.

FICCIT Member Updates

- Mary Lou Behnke and Cynthia Fuller submitted notification that they would not be able to attend the meeting and therefore are excused.
- Ernie Kessel has resigned from FICCIT. Paula Kendig has been the acting chair for TEC.
- Jamie Barr has submitted her resignation as the Chair of the Program Quality Committee.
- Mary Bryant has been appointed to serve as the Program Quality Committee Chair.

- Judy Corso has been appointed to serve as the Training and Education Committee Chair.
- Carol Collins has missed two meetings without notice. A recommendation was made to terminate her from FICCIT due to lack of participation. A motion was made to remove Carol Collins from FICCIT according to the Bylaws, seconded and passed unanimously.
- Ilene is now the contact for the Governor's Office. Haylie sent Ilene copies of every application that has been submitted. Ilene sent a letter to the applicants asking if they were still interested in being a member of FICCIT.
- Prospective members whose application is pending at the Governor's Appointments Office are: John Walker, Ilene Wilkins, Mary Bryant.
- Ann Levy will be resigning from FICCIT due to her retirement in September.
- The Children and Families representative seat is vacant. Ilene will contact Shelly Brantley or Tom Rice from DCF.
- The Legislative seat is vacant. It was suggested that Lorraine Ausley would be a good candidate for the Legislative seat. Mary Bryant volunteered to contact Representative Ausley.
- It was suggested that someone from the Governor's Office be appointed to FICCIT.
- It was suggested that someone from the Infant Mental Health field be appointed to FICCIT.
- Lori Fahey will work with Ilene to develop an orientation packet for prospective members.

FICCIT ByLaws

- Ilene reviewed the proposed revisions to the bylaws.
 - Section 3.1.1-Motion made to accept change seconded and passed unanimously.
 - Section 3.1.2- Motion made, seconded and passed unanimously.
 - Section 3.1.10 should be "a representative from the Florida Partnership for School readiness". Motion made, seconded and passed unanimously.
 - Section 3.5- Motion made, seconded and passed unanimously.
 - Article V- Strike the language and the PRO coordinator and then add the term of office. Motion made, seconded and passed unanimously.
 - Amendment 6.1- "Events" should be replaced by meetings and other change see my copy. Motion made, seconded and passed.
 - Section 6.4.5- Section will read "Family Involvement Committee". Motion made, seconded and passed unanimously.

Agency for Health Care Administration-Gail Connolly

Medicaid reorganization is taking place and changes will be announced as they occur. There is a new Bureau Chief, Bob Marianski. Gail distributed two sets of materials for discussion:

1. HIPPA booklet- right now they are implementing the new standards for HIPPA and this booklet gives a summary of the new standards. The new codes are going to be

standardized nationwide. Florida Medicaid has to be online by October or they will begin to lose money.

2. Florida Kidcare legislative update handout- Page five lists the changes made to Kidcare. Healthy Kids is where the majority of changes are being made. (Age 5-19) The minimum monthly payment has increased. Due to changes in HIPPA, all Medicaid handbooks have been rewritten and will be disseminated by October 1, 2003.

The Senate Bill 22 is new legislation that was passed regarding therapists that requires a prior authorization process for all therapies in the state of Florida that is paid by Medicaid. All concerns regarding this new change should be given to Gail.

Committee Reports

- **Outcomes Committee - Pat Grosz**

The committee minutes and issue consideration form were emailed to everyone before the meeting. Pat discussed the form and directions of the draft Family Support Plan. The Committee recommends that the draft form be submitted to the Department of Education and the Department of Health for review and approval. Grammatical errors should be noted and given to Pat in writing. Input regarding content changes was given and discussed. A motion was made to accept the draft Family Support Plan presented by the Outcomes Committee. The motion was seconded and passed unanimously. Pat will make the changes suggested and will send the form to FICCIT Members, EIPs, FRS, and others before it is officially submitted to Program Office for review and approval.

The Outcomes Committee asked for another goal that they can work on for the Department.

- **Public Policy - Randee Gabriel**

Randee distributed copies of a timeline that was developed on July 7 regarding the FICCIT Brochure.

Grassroots Campaign- A draft will be sent to committee members to review and give input. The next steps will be developed during the next Public Awareness conference call. The final product will be distributed to families through FRS's and EIPs. FICCIT would like for the Program Office to keep the members informed of any bills that may affect early intervention. FICCIT asked that the Public Policy Committee develop some recommendations on tracking the bills.

- **Program Quality - Ilene Wilkins**

Ilene gave a history of the Program Quality Committee. The role of this Committee will be changing due to the new instructions from OSEP. The Committee will continue to provide input to the Lead Agency. There was discussion about the Annual Report that is supposed to be prepared and submitted by FICCIT to the Governor's Office. FICCIT will develop an Annual Report aside from the DOH Annual Report. The Committee Chairs need to send a paragraph to Mary Bryant about their committee that includes the top five

accomplishments from this past year by July 25. The Report will also include five goals of FICCIT for the next fiscal year. Ilene will write the introductory paragraph and closing paragraph of the Report.

- **Training and Education Committee (TEC) - Pat Grosz and Judy Corso**
Pat gave a summary of the meeting that was held the beginning of July. A motion was made by TEC to have the position paper on the new model to be reviewed by the FICCIT before it is distributed to the state. The motion was seconded and passed unanimously.

A motion was made to ask Susan or Janice to present on the module development and competencies process at the next Quarterly FICCIT Meeting that will be held in October. The motion was seconded and passed unanimously.

- **Family Involvement Committee**
Paula Kendig will be the chair of the Family Involvement Committee. Ilene asked for input on how people would like to see this committee operate.
 1. Act as a conduit from parents to FICCIT.
 2. Connect with other committees and organizations that represent parents especially of children with disabilities.
 3. Take the definition of PRO in the bylaws and revise it to fit the expectations of the new Family Involvement Committee.
 4. More advocates from the grassroots level.
 5. More minority representation on the Council.

Monica gave a brief summary of state's position regarding changes in the family involvement system.

The decision was made that the Lead Agency Report will be one of the first items on the agenda.

Membership Issues

The Executive Committee recommended that the following membership applications be submitted to the Governor's Appointments Office for appointment:

- Jeanette Ramos is a parent from Miami. Ms. Ramos will fill a caregiver seat.
- Judy Corso is an Occupational Therapist (independent provider) from Venice. Ms. Corso will fill a provider seat.
- Barbara Mainster is the Director of Redlands Migrant Agency in Ft. Myers. Ms. Mainster will fill a-provider seat.
- Jean Johnson is the Director of the Jacksonville Urban League Head Start Program. Ms. Johnson will fill a provider or Head Start seat.

A motion was made to approve the four applications recommended for appointment, seconded and passed unanimously.

Meeting adjourned at 4:35.

Day 2 – July 15, 2003

Meeting was called to order at 9:40.

Members present: Arthur Guilford, Ilene Wilkins, Paula Kendig, Ann Levy, Lori Fahey, Barbara Moore, Beth Albert, Gail Martell, John Walker, Michele Polland, Mike Haney, Mary Bryant, Donna Fassett, Pat Grosz, Pamela Lindeman, Randee Gabriel

Part C Coordinator: Monica Rutkowski

Guests present: Dr. Mary Pavan, Cindy Driscoll, Susan Potts, Susan Barrows, Paula Lalinde, Sue Cannon, Elaine Mathews, Carole West, Kelly Purvis, Haylie Smith, Margie Martinez

St. Petersburg EIP Presentation

Dr. Mary Pavan, Medical Director and Cindy Driscoll, Program Director

Agency Reports

- **Department of Health- Mike Haney and Monica Rutkowski**
Legislative priorities are still in the process of being set. The Glitch Bill was not passed. New language regarding early intervention related to Children's Medical Services, sovereign immunity, etc. is being proposed in the Glitch Bill.

The Department of Health is putting together the priorities for the budget and the issue is a 3.4 million request. The Department has asked the Secretary to put this request forward to address workload issues and direct services/service coordination issues.

There is not a wait list for the Early Intervention Program. The CMS Network that is under Kidcare program does have a wait list.

Monica passed out a revised Department of Health Agency Report and asked everyone to give the original copies Haylie to be recycled. Monica discussed the revised report.

Monica introduced Margie Martinez, the new EIP Training Coordinator. Margie then gave a brief summary of her job responsibilities and future activities that she will be coordinating.

The state needs a comprehensive system that is simple for families to know who to turn to. FIFI is contracted with the CMS Network and to create a seamless system for family involvement, the Program Office is working with FIFI to help create a seamless comprehensive system for the families served in the EIPs. There was discussion of the family involvement issues regarding the new system.

A status report will be given at the next Quarterly FICCIT Meeting in October. It was suggested that the Chair of FICCIT contact Conni Wells to let her know about the newly developed Family Involvement Committee and its members. A plan to develop the Family Involvement Plan is October 1, 2003.

- **Department of Education - Michele Polland**

Jim Walford is the new Chancellor for K-12. Members of the Advisory Committee have been appointed. The uniform screening system has been conducted and they are currently looking for which parts of the system need to be revised.

The Family Transition Booklet has been disseminated. It was provided by STEPS Project funded by the Department of Education and in collaboration with the Department of Health.

DOE brought in a NECTAC consultant to receive input on the design of the system and will have RFA's ready by early fall and should have funding by early January. Areas of focus will be on evaluation, assessment and transition. More info will be forthcoming.

The State Board of Education Rules will be taken to the State Board by late October. Goal 5 deals with birth to three age children. Planning to have a statewide summit to receive feedback on all eight goals in the State Improvement Plan.

The General Supervision Enhancement Grant dollars will run through 2004 in the five universities and DOE wants to continue to help sustain those grants and activities that have been developed through these grants. The universities are seeing a major impact that the grants are having on young children which is totally different from how it used to be.

- **Department of Insurance- Representative not present.**

- **Department of Children and Families- Representative not present.**

Strategic Planning

- Consideration needs to be given on how to best use the FICCIT members' expertise and time. It was suggested that the FICCIT Meeting format be more like a business meeting. There was discussion of the structure of the Department of Education State Advisory Committee meetings, the materials given at each meeting, etc... and how FICCIT might need to consider changing the structure of their meetings in order to be more productive.

The next scheduled Quarterly FICCIT Meeting is October 9-10, 2003, in Orlando.

Public comment

- Hearing Symposium the first Friday and Saturday in October in St. Augustine.
- The Nolan Center has put courses on the web. They are case based and Paula Lalinde will be working with Susan Duwa on them.

Meeting adjourned at 11:47.