

**Florida Interagency Coordinating
Council
for Infants and Toddlers**

Meeting Minutes

**Quarterly Meeting
October 26, 2004**

9:00 a.m. to 4:00 p.m. - Orlando, Florida

Members Present:

Rosa Alvarez-Demblewski, Roni Bader-Tables, MaryLou Behnke, Gail Connolly, Judy Corso, Lori Fahey, Randee Gabriel, Jean Johnson, Paula Kendig, Pam Lindemann, Barbara Moore, Monica E. Rutkowski, Lee Sherry and John Walker

Members Absent:

Beth Albert, Donna Fassett, Cynthia Fuller, Mariquita Fuller, Martha Harbin, Gayle B. Harrell, Gail Martell, Michele Polland/Iris Palazes, Celeste J. Putman, Carey Timinsky and Ilene Wilkins

Non-members Present:

Annalise Campisi, Lou Ann Long, Kelly Purvis and Carole West

Welcome, Introductions and Overview

Paula Kendig, Chair called meeting to order.

Discussion: Agenda changes were requested to accommodate earlier return flights for several members and for presenters who will not be available at the scheduled times on 10/27/04.

Conclusion: The agenda changes are reflected in these minutes.

Review of Committee's Purpose and Member Assignments - Committee Chairs

Discussion: Rosa Alvarez-Demblewski – Public Affairs, Judy Corso – Personnel Training and Development, and Pam Lindemann – Family Leadership reported on purpose of each committee, answered questions and determined meeting location.

Conclusion: Member assignments were made based on member's expertise and interests. Paula Kendig instructed committees to determine membership status, description, goals, and next steps. Committee Chairs were provided work sheets to complete and return to Margie Martinez as a format for recording meeting minutes.

Action	Person Responsible	Date Due
Committee Chairs to return work sheets to Margie Martinez	Rosa Alvarez-Demblewski	10/27/04
	Judy Corso	10/27/04
	Pam Lindemann	10/27/04

Universal Pre-K Update - Rosa Alvarez-Demblewski

Rosa Alvarez-Demblewski passed out copies of the latest documentation on Universal Pre-K (UPK) from the Governor's Office.

Discussion: There are several issues related to UPK of concern to FICCIT members: hours, class size, qualification of teachers and effects on children with disabilities.

Conclusion: The Public Affairs Committee plans to review the document and make recommendations to FICCIT.

Public Comments

Lou Ann Long expressed concerns as to the relevance of this UPK document as there are several advocate groups lobbying for numerous changes that are currently being considered and suggested these groups be contacted to bring the group up-to-date. Kelly Purvis is currently under contract with the Early Steps State Office and is attending the meeting to work with the Family Leadership Committee.

Committee Meetings

Committee members met in designated locations.

Committee Reports - Committee Chairs

Public Affairs - Rosa Alvarez-Demblewski

The committee plans to recruit Ted Granger, Representative Lorraine Ausley and Representative Nan H. Rich as new members. The committee reviewed the UPK document. Rosa Alvarez-Demblewski made a motion for the Council to write a letter to the Governor asking him to invite persons involved in the implementation of Georgia's UPK to present to the full legislative body (House and Senate) on the successes and challenges of Georgia's UPK system. Motion was not 2nd. Rosa Alvarez-Demblewski made a motion to write a letter to the Governor's Office expressing FICCIT's concerns regarding teacher qualifications as research shows this increases student success and addressing the needs of children with disabilities. Motion was 2nd by Lori Fahey. Council voted against motion. Lori Fahey made a motion to set up a telephone conference with Ted Granger to educate the Council on current status of UPK and how the Council can write a letter to the Governor regarding UPK. Motion was 2nd by Pam Lindemann and passed by the Council.

Discussion: It was reported that representatives involved with writing the UPK document, which included member of the legislature, traveled to several different states that had implemented UPK and this information has been shared with the legislative body in several different formats. Council's need for additional input regarding the current status of UPK and how the Council can best communicate their concerns to the Governor's Office.

Conclusion: Randee Gabriel contacted Ted Granger and a telephone conference was scheduled for November 5, 2004 from 8:00 a.m. to 9:00 a.m.

Action	Person Responsible	Date Due
Teleconference call numbers to be submitted to Paula Kendig for dissemination to FICCIT members	Margie Martinez Paula Kendig	10/29/04

Family Leadership - Pam Lindemann

Committee plans to open membership to families throughout the state. One of their goals is to review and make recommendations on the comprehensive Family Involvement Plans submitted to the State Office by the Early Steps local offices.

Personnel Training and Development - Judy Corso

Committee plans to recruit a member from Technical Assistance and Training Systems (TATS) and School Readiness. See attached work sheets from Personnel Training and Development.

Meeting Adjourned

A motion was made by Randee Gabriel to adjourn the meeting. Motion was 2nd by Gail Connolly and passed by the Council.

Meeting Minutes

Florida Interagency Coordinating Council for Infants and Toddlers

**Quarterly Meeting
October 27, 2004**

8:00 a.m. to 3:00 p.m. - Orlando, Florida

Members Present:

Roni Bader-Tables, Gail Connolly, Judy Corso, Lori Fahey, Randee Gabriel, Jean Johnson, Paula Kendig, Monica E. Rutkowski, Lee Sherry and John Walker

Members Absent:

Beth Albert, Rosa Alvarez-Demblewski, MaryLou Behnke, Donna Fassett, Elizabeth S. Ford, Cynthia Fuller, Mariquita Fuller, Martha Harbin, Gayle B. Harrell, Pam Lindemann, Gail Martell, Michele Polland/Iris Palazes, Barbara Moore, Celeste J. Putman, Carey Timinsky and Ilene Wilkins

Non-members Present:

Carole West and Lou Ann Long

Review of the Previous Day's Activities and Overview of Second Day - Paula Kendig

Discussion: Several FICCIT members expressed concerns because some of the members missed a large portion of today's meeting so they could attend at a political rally. They also expressed concerns because the Early Steps State Office representative missed the Personnel Training and Development Committee meeting the previous day.

Conclusion: The State Office will be advised of the Council members concerns .

Action	Person Responsible	Date Due
State Office to be advised of the Council's desire to have representation from the State Office at all FICCIT meetings.	Margie Martinez Paula Kendig	10/29/04

Bylaw Review and Approval - Paula Kendig

An LCD was used to project the bylaws on a screen so Council members could review document as changes were made. Blue indicated need for further clarification from Early Steps State Office, red removal and yellow additions to the document.

Discussion: Adding community involvement piece to each FICCIT meeting. Suggested that the Public Affairs Committee create flyers that can be used to educate parents and families regarding FICCIT's role and invite them to quarterly meetings. Several members expressed concern that FICCIT was not addressing some of the functions and responsibilities required by the federal laws. It was suggested that FICCIT's functions and role be addressed at each meeting with specific actions, timelines, and responsibilities. There is a need to enforce and/or improve the attendance policy as some members arrive late, leave early and/or attend only one day of the meeting. This issue is extremely important to resolve since the committees will be meeting the first day the FICCIT Quarterly Meeting will be the second day.

Action	Person Responsible	Date Due
A template will be developed so the functions and role of FICCIT can be addressed at each meeting with specific actions, timelines, and responsibilities.	Margie Martinez Paula Kendig	12/15/04

Review of Membership

Lori Fahey suggested the Council invite a representative from the Development Disabilities Council and Agency for Workforce Innovation to attend the FICCIT Quarterly Meetings. FICCIT membership needs a director/coordinator that can represent the Early Steps local offices. Elaine Matthews has applied for membership but the Governor's Office will not appointed another member from the Miami area.

Action	Person Responsible	Date Due
Dee Unsicker (Jacksonville) will be contacted to see if she is interested in joining the Council as a representative for the Early Steps local offices.	Paula Kendig	12/15/04

Early Steps Update - Monica Rutkowski

Monica Rutkowski presented the Early Steps Update and provided PowerPoint handouts.

Discussion: FICCIT's budget of \$23,000 for 2004-2005. The Early Steps local offices need to bill Medicaid for all services covered by Medicaid insured families. According to Gail Connolly, the Early Steps State Office and Medicaid need to determine if the services currently being provided are eligible for payment by Medicaid. The Medicaid policy requires services to be medically necessary, so Medicaid may need to change the current policy to reflect the services being provided.

Agency Reports - Agency Representatives

Department of Education – Carole West
See attached report.

Meeting Adjourned

FICCIT 2005 Quarterly Meeting Schedule

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