

**Draft Minutes**

# Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)

Quarterly Meeting  
June 28 – 29, 2006

8:30 a.m. to 4:00 p.m. – Sarasota, Florida

**Members Present:** Roni Bader-Tables, Judy Corso, Lori Fahey, Cynthia Fuller, Randee Gabriel, Martha Harbin, Paula Kendig, Janice Kane for Phyllis Sloyer, Carole West for Bambi Lockman, John Walker, Cindy Hutchens-Gueth for Sue Roth, Dominique Fethiere, Lou Ann Long, Elaine Mathews and Jeanie Sisco.

**Members Absent:** Barbara Moore, Richelle Cook, Lee Sherry and Angella Malave

**Non-members Present:** Danielle Jennings, Kelly Purvis, Tracy Torode, Alice Kaye Emery, Tracey Jaekel, Angie Braziel and Tameka Davis

## FICCIT Business

### Approval of Minutes – Paula Kendig

**Discussion:** The Executive Committee Chair called for a vote to approve the minutes from the February meeting.

**Conclusion:** Members voted to approve the minutes from the February meeting.

Action	Person(s) Responsible	Date Due
NA		

### Membership – Paula Kendig

**Discussion:** The changes to federal law presented FICCIT with a unique challenge with respect to its representation of parent-caregivers. Inherent in current bylaws, expressed by the current requirement for 13 representatives of parent-caregivers, is the important FICCIT public policy principle that parent-caregivers comprise at least 50% of the total membership of FICCIT. Thus, as federal law expands designated FICCIT membership, the number of needed representatives of parent-caregivers must likewise increase.

Moreover, the federal law requires a “one-for-one-match” in the number of parent-caregivers for the number of public or private provider members – that is, the federal law requires that 20% of the membership be parents and 20% of the members be public or private providers.

The Council discussed the continual challenge in recruiting parents-caregivers able to devote time and resources, which geographically represent the state, and who also represent the diverse ethnic and racial diversity of Florida’s population.

By consensus, the Council agreed to accept a modification of current bylaws with respect to the number of parent-caregiver representatives. The number of parent-caregiver representatives will now correspond with the number of all providers (both agency representatives and public or private providers) with membership on FICCIT.

The numerical outcome of this decision does not materially alter the absolute number of parent-caregivers on FICCIT at this time. In the future, however, if additional members are added and determined to be “providers” of services to Part C children, the number of parent-caregivers will increase to maintain the balance of parent-caregivers to the public or private providers of services.

The new language that incorporates FICCIT policy reads as follows:

Representation by parents or caregivers of children who are or may have met eligibility for Part C Services shall number no less than the number of public and private service providers members appointed pursuant to Section 3.1.2 of these Bylaws and no less than 20% of the number of parents or caregivers shall be parents of infants and toddlers or children with disabilities age 12 or younger.

**Conclusion:** The council voted to request a resignation letter from Barbara Moore.

Action	Person(s) Responsible	Date Due
Request Resignation Letter from Barbara Moore	Tameka	

**Committee Assignments – Paula Kendig**

**Discussion:** The Executive Committee met and made changes to the committees list. All new members were placed in committees.

**Conclusion:** All members are now placed on a committee. (Please see attachment 1)

Action	Person(s) Responsible	Date Due
NA		

**Election of Officers – Paula Kendig**

**Discussion:** - There was discussion to amend 3.2 of the bylaws. Members wanted a better understanding of what the Vice Chair and the Chair Elect positions were and explanation of how their roles were different.

**Conclusion:** Members voted to amend 3.2 of the bylaws regarding the role of Vice Chair and Chair elect.

Action	Person(s) Responsible	Date Due
Propose two options in writing to the Executive Committee to clarify the roles of Vice Chair and Chair Elect.	Cynthia Fuller	ASAP

**Proposed FICCIT Meeting Dates/Locations for 2007 – Paula Kendig**

**Discussion:** - Members discussed the proposed dates and locations for the 2007 FICCIT meetings.

**Conclusion:** - Members voted to accept the proposed dates and locations. (Please see attachment 2)

Action	Person(s) Responsible	Date Due
Set up dates and locations for upcoming year.	Tameka	ASAP

**Stipends - Paula Kendig**

**Discussion:** A draft stipend process was disseminated and will be reviewed by the Family Leadership Committee. The committee will provide feedback and submit to the Early Steps State Office for the next step.

**Conclusion:** Members voted to ask the Family Leadership Committee to review, provide feedback and submit to the State Office for further review. (Please see attachment 3)

Action	Person(s) Responsible	Date Due
Provide feedback from the Family Leadership Committee on the Stipend Process.	Family Leadership Committee	

**Early Steps State Office Report – Danielle Jennings**

**Autism Spectrum Disorders Workgroup**

**Discussion:** An Adhoc committee was formed to review the Autism Spectrum Disorder Workgroup recommendations (please see attachment #4)

**Conclusion:** Members voted that Roni Bader-Tables chair this committee.

Action	Person(s) Responsible	Date Due
Adhoc committed appointed	Roni Bader-Tables	Next FICCIT Meeting

**Systems Evaluation/Outcome Measurement Workgroup**

**Discussion:** (please see attachment #4)

**Conclusion:** The report was informational and no actions were needed

Action	Person(s) Responsible	Date Due

**Budget Update**

**Discussion:** (please see attachment #4)

**Conclusion:** The report was informational and no actions were needed

Action	Person(s)	Date Due

	<b>Responsible</b>	

**Transition Issues and Contracts**

**Discussion:** (please see attachment #4)

**Conclusion:** The report was informational and no actions were needed

<b>Action</b>	<b>Person(s) Responsible</b>	<b>Date Due</b>

**Service Implementation Workgroup Report**

**Discussion:** (please see attachment #4)

**Conclusion:** The report was informational and no actions were needed

<b>Action</b>	<b>Person(s) Responsible</b>	<b>Date Due</b>

**Committee Reports**

**Personnel Development and Training – Judy Corso**

**Discussion:** Judy discussed the Committee Report Summary.

**Conclusion:** Members voted on several action items and they are listed below. (please see attachment 5)

<b>Action</b>	<b>Person(s) Responsible</b>	<b>Date Due</b>
The Orientation module be made a priority and completed within six months	State Office	
Beginning July 1, 2006 all persons enrolling as an ITDS in Early Steps must have their certificate. ITDS without certificate would be removed from the enrollment categories effective this date.	State Office	
A review board to be established to review applicants and ensure that they meet the educational requirements as documented within the current ITDS Medicaid statement and demonstrate a minimum of 2 years of experience working with children from Birth to Five with disabilities and their families.	State Office and PDAT Committee	

**Family Leadership – Randee Gabriel**

**Discussion** Kelly Purvis will submit a bi-annual report to the Leadership Committee on complaint trends within the Early Steps system. All expenditure reports are due August 31<sup>st</sup> to the State Office. These reports will be reviewed by FICCIT at the November meeting. The next Conversation with Families will be held in Jacksonville.

**Conclusion:** Members voted to accept the stipend process except for minor changes. ( Please see attachment 6)

Action	Person(s) Responsible	Date Due

**Public Affairs – Martha Harbin**

**Discussion:** Members discussed events of the Family Café meeting. Members discussed the possibility of changing the logo. All official logos must be approved by the DOH graphic department. The logos that were used for the Family Café meeting hasn't been approved but members agreed that they liked the flyer. Members reviewed the logos from other states.

**Conclusion:** Raffle Tickets were pulled by the members, letters and prizes will be mailed to the winners. There will be a call with the communication staff at headquarters to establish a logo. The chair will consult with the Early Steps State Office for suggested photos to use on the palm cards. Members agreed to look into other logos for the council and provide feedback. The Public Affairs committee will continue to explore possibilities.

Action	Person(s) Responsible	Date Due
FICCIT to request funding and support from ESSO to produce an annual report.	Public Affairs Committee	
To investigate logos and budget	Public Affairs Committee	

**Public Comments**

**Discussion:**

Laura Pescod joined the meeting and expressed concerns that service delivery model was not implemented in a timely manner. Laura was concerned about Medicaid and an apparent lack of good communication with other area programs. She believed programs were using Part C funds before billing Medicaid and was concerned about the low reimbursement rates for Medicaid providers providing Part C services. Laura suggested illustrating provider fee inadequacy for local legislators along with a plea to those legislators to allocate increased funding for Part C provider fees and or to approach local governments if they had a local tax district about health care services. She also expressed additional concerns about her local area not implementing the new enhanced service delivery model in a timely manner.

**Meeting Adjourned**

# FICCIT Quarterly Meetings

August 22<sup>nd</sup> – 23<sup>rd</sup> – Jacksonville  
November 14<sup>th</sup> & 15<sup>th</sup> – Melbourne