

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)

Quarterly Meeting
August 22 – 23, 2006

8:30 a.m. to 4:00 p.m. – Jacksonville, 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, Dominique Fethiere, Lou Ann Long, Richelle Cook, Lee Sherry, Sue Ross and Angella Malave.

Members Absent: Barbara Moore, John Walker, Jeanie Sisco and Elaine Mathews.

Non-members Present: Danielle Jennings, Kelly Purvis, Derek Jones, April Smith, Mary Sikora, Renee Fant, Karen Cole, Linda Stone, 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 June meeting. Discussion pursued with minor corrections made.

Conclusion: Members voted to approve the minutes with modifications from the June meeting.

Action	Person(s) Responsible	Date Due
Modifications to the June minutes and post to the web.	Tameka Davis	ASAP

Elections – Paula Kendig

Discussion: - Members discussed nominating individuals for the chair elect.

Conclusion: - Paula will be accepting nominations for the chair elect. The elections will take place at the beginning of the November Meeting. Members who are interested in being nominated for chair-elect should send their names to me by November 1, 2006.

Action	Person(s) Responsible	Date Due
Members who are interested in being nominated for chair-elect should submit their names to Paula by November 1, 2006	Paula Kendig	

Review of Sunshine Law Requirements – Julie Meadows

Discussion: - Julie Meadows, DOH Attorney presented a Powerpoint Presentation to the committee. Department of Health has created a calendar for meetings. There is a form that must be completed and submitted in order for meeting to be posted to the web.

(See attachment #1)

Conclusion: - Members will follow the proper procedures to make sure that all meetings including conference calls are noticed per the DOH Policy.

Action	Person(s) Responsible	Date Due
Committee chairs will discuss ways to have the public noticed of committee meetings and conference calls.	Committee Chairs	ASAP

By-Laws Revision – Paula Kendig

Discussion: members discussed the revisions of amendment #1.

(See attachment #2)

Conclusion: Members voted to approve Option 1 as presented with a technical change related to numbering.

Action	Person(s) Responsible	Date Due
Amend Bylaws article 3.2.	Cynthia Fuller	ASAP

Membership Update – Paula Kendig

Discussion: The Chair welcomed all new members to the council. Nichole Willison is no longer with the Governors Appointment Office. There is a new representative assigned to this council. All applications are still pending the Governors approval. Janice Kane stated the Early Steps State Office will check the status of the applications and provide the Council with current information.

Conclusion: The Early Steps State office will check the status of the applications.

Action	Person(s) Responsible	Date Due
Research pending application status.	Janice Kane and Tameka Davis	ASAP

Stipend Update - Paula Kendig

Discussion: The members discussed the next steps to the process. The request has been forwarded to the DOH Legal department and then on to the Governor for his approval.

Conclusion: Janice will provide an update on the status of the Stipend Request Process.

Action	Person(s) Responsible	Date Due
Provide update on the status of the Stipend Request Process.	Janice Kane	

FICCIT Logo – Paula Kendig

Discussion: - Martha Harbin presented a logo to the Council for approval. The Early Steps State Office has reviewed the proposed logos and was very pleased with the outcome.

Conclusion: Members suggested that a disclaimer be added to the bottom linking FICCIT to Early Steps, Department of Health and Children’s Medical Services. The Public Awareness Committee will continue searching for ideas for a logo.

Action	Person(s)	Date Due
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	Responsible	
Continue researching possible logos.	Public Awareness Committee	On-Going

ADHOC Committee Report (ASD Workgroup) – Roni Bader-Tables

Discussion: - Members reviewed the summary of the AD HOC Committee.

(See attachment #3)

Conclusion: - Members voted for the Council to adopt Roni’s Committee Recommendations.

Action	Person(s) Responsible	Date Due
Set up dates and locations for 2007 calendar year	Tameka	ASAP

Early Steps Update – Janice Kane

Discussion: Janice provided an update from the state office. Dr. Sloyer will return on September 11 and would like everyone to know how thankful she is for the cards and emails. Our Part C Application and State Performance Plan have been approved – conditionally until the Part C regulations are published. CMS Network Re-organization will move three staff members from Early Steps to the Bureau of Operations in the Provider Enrollment Unit and two Early Steps staff to the Bureau of Administration – one in contracts and the other in information technology. The State Auditor General is reviewing Early Steps’ Part C Grant as part of their Department of Health review looking at financial compliance with the grant requirements and state regulations. The final report will be issued in late December. The Early Steps State Office has updated procedures for handling “workgroup” and will send a copy of the procedure to Council Members.

Conclusion: Members requested the Early Steps State Office provide regular updates on the activities below:

Action	Person(s) Responsible	Date Due
Provide regular updates on the Office of Program Policy Analysis and Government Accountability (OPPAGA) Plan.	Early Steps State Office	On-Going
Provide regular updates on activities related to family cost participation sliding scale fee as requested by the OPPAGA Report	Early Steps State Office	On-Going

Committee Reports

Personnel Development and Training – Judy Corso

Discussion: (See attachment #4)

Conclusion:

Action	Person(s) Responsible	Date Due
The feasibility of identifying the university programs that currently have the ITDS competencies embedded within	Danielle Jennings and	ASAP

their PreK Disabilities Endorsement coursework will be explored.	Lee Sherry	
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Family Leadership – Randee Gabriel

Discussion (See attachment #5)

Conclusion:

Action	Person(s) Responsible	Date Due
FICCIT to endorse the efforts of the Family Leadership Committee and draft documents to be distributed to the council.	Family Leadership Committee	ASAP
FICCIT to coordinate with the Department of Health to have Conversations with Families and Providers on the web page.	Family Leadership Committee	ASAP

Public Affairs – Martha Harbin

Discussion: (See attachment #6)

Conclusion:

Action	Person(s) Responsible	Date Due
Public Affairs Committee to develop an alternative treatment to logo (possibly shaded) color screen and have the FICCIT logo moved from the top of the page to the bottom in smaller letters.	Public Affairs Committee	ASAP
committee to research cost and options for the color wheel shared at the meeting.	Executive Committee	ASAP
Public Affairs committee will review the FICCIT orientation manuals and update as needed.	Public Affairs Committee	ASAP
Carole West will send “Transition Bottom Lines” information to FICCIT committee.	Carole West	ASAP
Continue researching possible logos and or make adjustments to the previous draft	Public Awareness Committee	On-Going
Provide regular updates on the Office of Program Policy Analysis and Government Accountability (OPPAGA) Plan	Early Steps State Office	On-Going
Provide regular updates on activities related to family cost participation sliding scale fee as requested by the OPPAGA Report	Early Steps State Office	On-Going

Public Comments

Discussion: NA

Meeting Adjourned

FICCIT Quarterly Meetings

November 14th & 15th – Melbourne

2007

January 23-24, 2007 – Tallahassee

April 24-25, 2007 – Tampa

July 24-25, 2007 – Keys (Miami)

October 23-24, 2007 - Daytona