

# Draft Minutes

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

Quarterly Meeting  
November 14 – 15, 2006

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

**Members Present:** Roni Bader-Tables, Judy Corso, Lori Fahey, Dominique Fethiere, Cynthia Fuller, Randee Gabriel, Janice Kane for Phyllis Sloyer, Paula Kendig, Lou Ann Long, Elaine Mathews, Carole West for Bambi Lockman, Jeanne Sisco and Sue Ross.

**Members Absent:** Richelle Cook, Martha Harbin, Angella Malave, Lee Sherry and John Walker.

**Non-members Present:** Sue Cannon, Tameka Davis, Rhonda Hanely, Dawn Lynch, Kelly Purvis, Althea Puzio, Joanne Rainey and D'Lo Trejo.

### FICCIT Business

**Approval of Minutes** – Paula Kendig

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

**Conclusion:** Members voted to approve the minutes.

Action	Person(s) Responsible	Date Due
Post to the web.	Tameka Davis	completed

**Elections** – Paula Kendig

**Discussion:** - The council received the nomination of Judy Corso to the position of chair-elect.

**Conclusion:** - Members voted beginning 01-01-07 Judy Corso, to the officer of chair elect. Members also voted to ratify chair-elect, Randee Gabriel to serve as Chair beginning January 1, 2007.

Action	Person(s) Responsible	Date Due
Officers' terms January 1 <sup>st</sup> , 2007	Judy Corso and Randee Gabriel	1/1/07

**By-Laws Revision:** - Paula Kendig

**Discussion:** - Members discussed the revisions of 3.2 Officers and revised the language. (See attachment #1)

**Conclusion:** - Members voted to approve By-Laws

### 3.2 Officers

“The officers of FICCIT shall be the Chair and Chair-Elect. The Chair and Chair-Elect shall not be employees of the state lead agency”.

**3.2.2** “The Chair-Elect shall assume the Office of Chair upon the expiration of the Chair’s current term of office”.

Action	Person(s) Responsible	Date Due
Amend Bylaws article 3.2 & 3.2.2 as indicated above.	Cynthia Fuller	ASAP

#### **Stipends Update – Janice Kane**

**Discussion:** Janice presented to the committee the minor changes on Stipend daily amounts, FICCIT Parent Stipend Request Form and OPS- FICCIT Stipends.  
(See attachment # 2)

**Conclusion:** Members voted to approve changes. The request will be forwarded to the Governor for his approval.

Action	Person(s) Responsible	Date Due
Request Governor’s Office approval of Stipends Process as required by federal regulations. Janice will provide an update on the status of the Stipend Request Process.	Janice Kane	January 2007

#### **FICCIT Logo: – Sue Ross**

**Discussion:** Sue Ross submitted a final draft of the FICCIT Logo for approval by the Council.  
(See attachment #3)

**Conclusion:** Members voted to approve the FICCIT Logo, with one change to have all words in blue ink.

Action	Person(s) Responsible	Date Due
Change all words to blue.	Martha Harbin	ASAP

#### **Local Early Steps Update- Althea Puzio**

**Discussion:** An update was provided by Althea in reference to Brevard County Local Early Steps.

**Conclusion:** The council commended the Brevard County Early Steps on a job well done.

#### **Discussion of Procedural Guidelines-Paula Kendig and Randee Gabriel**

**Discussion:** -Committee will work on developing FICCIT Procedure guidelines.

#### **Early Steps Update- Janice Kane**

**Discussion:** - (See attachment # 4)

### Committee Reports

#### Executive Committee - Paula Kendig

**Discussion:** Paula appointed Lou Ann and Elaine as Co-Chairs of the Family Leadership Committee. Both accepted. Paula announced that they have two parent applications pending approval. Since no applications will be approved until the new Governor Elect takes office, Paula would like to invite the parents whose applications are pending to become FICCIT members to attend the next council meeting.

**Conclusion:** Members voted to approve the two parent applications as attending members.

Action	Person(s) Responsible	Date Due
Paula will invite the one parent (Melanie Di Lorento) to attend the January meeting. Tameka will contact the other parent.	Paula Kendig and Tameka Davis	ASAP

#### Membership- Paula Kendig

**Discussion:** Council discussed membership rules and requirements for those members that have missed more than 2 consecutive meetings and/or who have resigned but have failed to submit their resignation letter. The council discussed notifying the members via letter/memo of their responsibilities.

**Conclusion:** Committee suggested that FICCIT send members letters encouraging their attendance and Council members voted to approve.

Action	Person(s) Responsible	Date Due
Committee will send letters to members to which this applies.	Chair	ASAP
Contact Barbara Moore for resignation letter.	Lou Ann Long	ASAP

#### Personnel Development and Training – Judy Corso

**Discussion:** (See attachment #5)

**Conclusion:** Members voted approval to create an ADHOC Committee for providers.

Action	Person(s) Responsible	Date Due
Consider having ES and Providers meet two times a year for targeting training.	Denni at ESSO	ASAP
Create ADHOC Committee	Paula/Randee	ASAP
FICCIT consider introducing an Interdisciplinary Provider Special Project? Ad-Hoc Committee to address provider issues.		ASAP
ESSO staff explore the feasibility of providing more specific information regarding university programs offering ITDS coursework on the Early Steps web-site; to include tuition assistance offered, number of courses, mode of delivery (i.e.	Denni ESSO	ASAP

distance learning, traditional classroom...), and availability of combined Pre-K Disabilities endorsement with ITDS certificate.		
ESSO make a request to Department of Education to share costs of attendance at PDAT meetings for non-agency, non-FICCIT members, as had been previously. Rationale for this request is related to the Birth to 5 focus of this committee.	Janice at ESSO	ASAP
A training component directed at Early Steps providers be included within the statewide meetings.	Denni at ESSO	ASAP
PDAT be given the charge and opportunity to take a more active role in the development, implementation and ongoing assessment of the Early Steps Training Plan.	Committee Members working with Denni at ESSO	ASAP
ESSO staff consider inviting university staff who teach the Evaluation/Assessment course in the ITDS programs, to attend the upcoming BDI-2 trainings.	Denni at ESSO	ASAP
ESSO staff who are preparing to develop the Modules 4-7, which will be a level II training series for service coordinators and some providers, avoid duplication of work by using current resources including the ITDS Professional Development Modules and the Team Training Series.	Susan at ESSO	ASAP
Public Awareness Committee be charged with addressing provider recruitment, including awareness of Infant Toddler Developmental Specialist.	Public Awareness Committee	ASAP

**Family Leadership – Randee Gabriel**

**Discussion** (See attachment #6,7,8)

**Conclusion:** Members voted approval of report.

<b>Action</b>	<b>Person(s) Responsible</b>	<b>Date Due</b>
Family Leadership Committee to forward results from “Conversations with Families” in Melbourne, to Randee Gabriel.	Family Leadership Committee	ASAP

**Public Affairs – Sue Ross for Martha Harbin**

**Discussion:** Sue presented in Martha’s absence and requested Committee Chairs send Martha bullets regarding successes of their committees (3 or 4) for consideration for the annual report. The current plan for the report includes 8 pages with family stories presented throughout the entire document.

**Conclusion:** Martha Harbin will send out final draft of FICCIT Annual Report prior to January’s FICCIT Meeting so Executive Committee of Council can approve.

<b>Action</b>	<b>Person(s) Responsible</b>	<b>Date Due</b>
Martha will send out the annual report draft prior to January FICCIT meeting.	Martha Harbin	Before January FICCIT meeting
Executive Committee will review and provide approval via	Executive	ASAP

conference call.	Committee	
Amend by-laws	Cynthia Fuller	next Council Meeting

**Call for By-Laws Amendment**

**Discussion:** Motion was made to amend the By-laws to include language that a parent or family member must Chair the Family Leadership Committee.

**Conclusion:** Members voted in favor of adding this specific language to the by-laws.

**Review of the Annual Performance Report - D'Lo Trejo**

**Discussion:** (see attachment #9)

**Agency Reports** – Sue Ross, Department of Children and Families, presented information regarding the Infant Mental Health Strategic Plan Update activities.

**Agency Reports** – Carole West, Department of Education

(See attachment # 10)

**Agency Reports** – Cynthia Fuller, Department of Insurance, reported she would follow-up on securing information about the State of Virginia’s insurance mandate for early intervention services.

**Public Comments**

**Discussion:** NA

**Meeting Adjourned**

**FICCIT Quarterly Meetings**

**2007**

January 23-24, 2007 – Tallahassee

April 24-25, 2007 – Tampa

July 24-25, 2007 – Miami

October 23-24, 2007 - Daytona