

**Florida Interagency Coordinating Council  
for Infants and Toddlers (FICCIT)  
Quarterly Meeting  
April 17 & 18, 2012  
10:00 a.m.- 2:00 p.m. – Tallahassee, Florida**

**Members Present:** Cynthia Fuller, Pat Grosz, Sharon Paul, Lynn Marie Firehammer, Jeannie Carr, Angela Finch, Gail Underwood, Dr. Melody Jurado, Amanda Moore, Debbie Russo, Dr. Monica Verra-Tirado, Lourdes Quintana, Ilene Wilkins, Kim Carr, Sue Donovan and Carole West.

**Members Absent:** Katherine Dagenais

**Members Absent with Notification:** Jeannie Boggs, Johana Hatcher and Debbie Russo

**Non-members Present:** Brenda Ham, Annalise Campisi, Paula Kendig, Penny Geiger, Carla Hall, Liza Smith, Sue Loftis, LouAnn Long, Jamie Johnson, Sally Golden-McCord, Arnetta Givens, Holly Hohmeister, Laura Mainer, Dixie Casford, Heather Robinson, Dawn Lynch, Jamie Johnson, April Katine, Angela Marcus Catherine Duncan, and Tameka Footman

**Conference Call Attendees:** Lorraine Allen, Sue Cannon

**Call to Order and Introductions:** Patricia Grosz, Chair

Welcome and Introduction to all members and guests

**FICCIT Business:**

**Review of agenda, program packet information, and committee meetings:** Patricia Grosz

**Approval of Meeting Notes:** Patricia Grosz, Chair

**Discussion:** Patricia Grosz called for a vote to approve the notes from the January 2012 meeting.

**Conclusion:** Motion was made and passed to approve the January 2012 Meeting Notes.

Action	Person(s) Responsible	Date Due
Post January Meeting Notes to the web	Tameka Footman	ASAP

**Update On Membership Applications:** Catherine Duncan

**Discussion:** FICCIT membership applications and vacancies were discussed with the council.

**Conclusion:** The Council will continue to solicit for new members.

Jeannie Boggs – need new

Cynthia Fuller – Application submitted to ESSO

Johanna Hatcher – Submitted

Pat Grosz – At Governors office

Gail Underwood – Submitted

Lynn Marie Firehammer – need new

Monica Verra-Tirado - Submitted

Karen Hartz – Resigned

Lori Blades – Resigned

APD- Vacant

**Overview – Pat Grosz**

**Discussion** – The council reviewed the handout from the Planning Retreat, made corrections and added new information

**Conclusion:** Update Planning Retreat Notes

**Committee Membership Makeup:** Pat Grosz

**Discussion:** The Council reviewed the meeting policies and procedures, made corrections and compared the revised document to the previous documents to ensure that everything was updated accurately. A motion was made to accept the revised policies and procedures document and post to the web. *Cynthia has since noticed some revisions that need to be made at June meeting, so the date is moved accordingly.*

Action	Person(s) Responsible	Date Due
Post revised policies and procedures document to the web	Cynthia Fuller	July

**Status of Action Steps:** Patricia Grosz

**Discussion:** Most action items completed, with a few pending, deletions and ongoing items that are currently being worked on. New actions will be discussed at individual committee meetings. A motion was made to only use poly-com phones for upcoming meetings and decent speaker systems. Making sure that the phone is near the speaker will ensure that people on the phones can hear what's going on during the meetings.

**Conclusion:** Updated Action Status report

**PUBLIC COMMENT:** Jamie Johnson asked for clarification on the orientation modules. Liza Smith responded by saying that the Training Unit was in the process of condensing and revising some of the content within the Service Coordinator apprenticeship modules and the Orientation modules to reduce some of the confusion between the two.

Sue Loftis expressed concerns regarding the use of acronyms during the meetings. She went on to say that she was very confused during the discussions because she was not familiar with the acronyms and asked that the council refrain from using them as people that are visitors of the meeting will not be able to follow along.

Motion made to invite Senator Jeremy Ring from Broward County to become a member of the FICCIT council. Amanda Moore knows him and will extend this invite.

Action	Person(s) Responsible	Date Due
Invite Senator Jeremy Ring to apply to FICCIT	Amanda Moore	ASAP

**Vacant Vice-Chair vote:**

A call was made for the Vacant Vice-Chair position to be filled. Cynthia Fuller was asked and nominated. The nomination was seconded. No others wanted to be considered. Cynthia was voted Vice-Chair and accepted with the note that she will clear this with her DOI management.

**Florida Developmental Disabilities Counsel (FDDC) Update:**

April Katine updated FICCIT on the Evaluator Credentialing project which is in the works. They are working with Katie McCullough at NECTAC to identify other’s states models. They understand that each LES is different and the outcome needs to be flexible.

Holly Holmeister updated FICCIT on the fund development project. It will be a multi-year process of design and implementation. They have received all the RFP’s for the first year of planning but cannot say anything about who has submitted proposals at this time.

The FICCIT Partnership Development committee requested that DD Council staff and/or the awardee of this contract participate as a committee member with FICCIT. Holly agreed and said yes.

**State Office Update:** - Lynn Marie Firehammer written report attached at the end of summary notes

Motion made for FICCIT to support asking the LES’s at the next SIWG to reduce down to a 11/13% admin/operating cost in preparation of next Legislative budget session. Seconded and voted yes.

Action	Person(s) Responsible	Date Due
Bring request to LES’s.	Lynn Marie Firehammer	June

**Big Bend Early Steps –** Juli Melara, Laura Mainer and parent, Heather Robinson.

The main focus at the local office is to get more referrals from the rural areas but they are having issues finding providers. They are trying to have the same person going into the families’ home because they get comfortable with that person instead of different people coming each time. Teaching staff to use the model, kindergarten students are coming in delayed and are very behind in skills. Therapists also recruit providers. Diligently looking for more providers. Service Coordinator turnover is a challenge. Contact information is in the handout at the end of the summary notes.

Laura Mainer is a Family Resource Specialist (FRS) from the Panama City area office that has a daughter with Autism. She is a true advocate for parents like herself. She is always trying to find ways to get in the communities and inform people about Early Steps. Laura is always trying

to reach out to other counties so that everyone is informed because many people don't know about the program. She has developed a newsletter which is a great resource for families. It is very county specific because people tend to look for information that concerns their own county. Laura also reaches out to the families to set up play dates where they can all meet together as a group.

Heather Robinson is a parent of the Early Steps (ES) program that came out to share her story. Heather has a son named Xavier that is a year old. He was born at 36 weeks and was born at the Tallahassee Memorial Hospital in Tallahassee and was referred to ES diagnosed with Downs Syndrome. ES came out when he was released from the hospital because he had no concept of suck, swallow and breath. He then had open heart surgery and suffered a stroke afterwards. He was at Shands for more than 6 weeks which meant that all of these therapies had to start over. He has speech, occupational therapy and physical therapy. These therapies have helped him tremendously and everyone at the local ES offices have been very supportive through this entire ordeal. He has definitely come a long way and is doing well, thanks to Early Steps.

**Travel Authorizations and Reimbursement reminders:** - Tameka Footman

**Discussion:** The council was reminded of the travel authorization requirement:

- Travel authorizations will be emailed to each of you for the next meeting. Please complete them.
- Travel Reimbursement request must be submitted to the state office within 5 days of your return. Anyone with questions, please contact Tameka Footman.

**Appreciation Award:** The council would like to recognize Heather Robinson for coming in and sharing her story. The council suggested a plaque of some sort. Catherine Duncan will look into the Children's Forum Contract to see if there is a line item that will be able to purchase the plaque, if not Infants and Young children may be able to purchase it.

Action	Person(s) Responsible	Date Due
Ordering of Award	Catherine/Pat/Lou Ann	June

**Public Comment:** LouAnn Long feels that the new re-org of FICCIT will re-energize the members and result in a better and stronger council. She also asked if there was a list of locations of summer camps to inform the parents that are looking into their children attending for the summer. Debbie Russo indicated that it would be a useful tool for the parents but there is no such list at this time.

**EXECUTIVE COMMITTEE:**

Members in attendance: Pat Grosz, Chair, Sharon Paul, Lynn Marie Firehammer, Catherine Duncan, Lourdes Quintana , Annalise Campisi.

Summaries from each committee were presented to the executive committee and discussion on whether we will continue to have two meetings in Tallahassee. It was determined that it is more cost effective if we continue to have at least two of those meeting in Tallahassee so that the state office staff has an opportunity to attend the meetings.– written report attached at end of summary notes.

Pat will solicit Cynthia Fuller to be Vice-Chair.

## Partnership & Development

Members in attendance:

The group focused on 2 aspects:

-FICCIT membership – recruiting parents and developing a matrix of the current members. Looking at parent disabilities organizations and to reach out to possible members

-Meeting enhancement – how to make it inviting

-Legislative connection – Amanda will look into

-Looking at a direct connect instead of conference call

-2 members aren't active

Expanding the partnership

- purpose
- awareness
- PR for FICCIT
- Starting FICCIT meeting with an agency presenting, field trips to programs to get people more engaged.
- Survey conference call in May to follow up, drop box was created for the committee members to share information. Members can invite people to the dropbox, this is the only access method.

Action	Person(s) Responsible	Date Due
Devise FICCIT membership matrix	Catherine/Ilene	ASAP

## Marketing for Early Steps

Members in attendance

Conference call on May 15 @ 10:00 a.m.

-Recommendation to FDDC for a letter of support to children's services councils or to any agencies that are able to provide services. Council to email the committee some suggestions and locations of potential agencies.

Action	Person(s) Responsible	Date Due
Draft the support letter to the FDDC	Pat Grosz	ASAP
Disseminate to committee for review	Sharon Paul	ASAP

Social networking – Jeanne Boggs will be asked to manage the site and send requests to ESSO. Jeanne Boggs continues the Facebook page "Save Early Steps" and it is up and running and is doing very well.

-Marketing – celebrity endorsements, billboards, emailing members to solicit celebrities to help out with marketing.

-Family Café – Needs a parent representative to be at the Family Café. Angela Finch will be asked to represent FICCIT at this event.

-Annual Report – looking at the success stories and formatting of the report. Looking at family stories must have good contact information on them for releasing purposes etc.

## **Team Recruiting, Training and Support**

Members in attendance:

Lourdes Quintana will chair this committee

Focus points:

- Provider recruitment
- Primary Service Provider, focus training and awareness
- State report on Training
- Updating website
- Updating orientation modules
- Autism Navigator

The Statewide meeting is scheduled for 11/14-11/16 in Orlando. We will have the same model as last year.

The One Goal Summer Conference will be discussed on the next Directors and Coordinators call.

EW Bryant materials are still in progress.

## **FICCIT Full Council Business**

- Strategic Plan – Updated plan was distributed and discussed. Committee chairs were asked to review and make changes and submit to Janice Miller by April 30<sup>th</sup>.
- Meeting Policies – Update committee names and tasks on form. Return to Cynthia prior to next meeting

## **AGENCY UPDATES**

**DEPARTMENT OF EDUCATION:** Monica Verra-Tirado and Carole west - written report distributed.

**HOMELESS EDUCATION:** Lorraine Allen – reported on increase in homeless families levels.

**DEPARTMENT OF INSURANCE REGULATION:** Cynthia Fuller – oral report given – updates on the Affordable Healthcare Act which is legally stalled in Florida, and unanswered questions about the coverage of Habilitative Services.

**Office of Early Learning** – Melody Jurado & Amanda Moore – Mercurian Pilot project started April 1<sup>st</sup>- this is a tool for parents to track their child's behaviors and invite professionals working with the child and family to collaborate on a Facebook type interface about the child. Go to [www.mercurian.com](http://www.mercurian.com) for more information or contact Amanda Moore with questions.

**DEPARTMENT OF CHILDREN AND FAMILIES:** Debbie Russo - written reports in packet.

**AGENCY FOR PERSONS WITH DISABILITIES:** - No Representation

**AGENCY FOR HEALTH CARE ADMINISTRATION:** Gail Underwood – written report distributed.

**STATE LEGISLATURE:** No Representative

**HEAD START AND EARLY HEAD START:** No Representation

**MEMBER UPDATES:** none

***Motion made, seconded, and approved to recognize Jeanne Boggs for her participation during the past legislative session and the council extends its appreciation to her.***

**MEETING ADJOURNED**

**FICCIT QUARTERLY MEETINGS 2012**

January 18 & 19      Tallahassee

April 17 & 18      Tallahassee

June 13 & 14      Orlando

October 16 & 17      Sarasota