



Florida Interagency Coordinating Council for Infants and Toddlers
 Quarterly Meeting
 January 21-22, 2016
 Jacksonville, Florida

Meeting Notes

Member Name	Member Seat	Present (In Person)	Present (Via Phone)
Laurie Blades	Member from the agency responsible for children's mental health		
Jeanne Boggs	Parent of child with disability age 12 or younger		
Kim Carr	Public/private provider of early intervention services	X	
Liz Cayson	At Large Member		
Lilli Copp	Member from a Head Start Program	X	
Anitere Flores	Member from the State Legislature		
Arwyn Holmes	Parent of child with disability age 6 or younger		
Misty Porter	Parent of child with disability age 12 or younger	X	
Lourdes Quintana	Public/private provider of early intervention services	X	
LaKera Reddick	Member from the agency responsible for the State Medicaid and CHIP program	X	
Laura Rumph	Member from the state agency involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families	X	
Kathleen Vergara	Public/private provider of early intervention services	X	
Monica Verra-Tirado	Member of the state education agency responsible for preschool services to children with disabilities		X
Ilene Wilkins	Public/private provider of early intervention services	X	
Guests	Affiliation	Present (In Person)	Present (Via Phone)
Annalise Campisi	Bay Area Early Steps	X	
Richard Fay	Infant and Toddler Developmental Specialist	X	
Harry Fogle	West Central Early Steps	X	
Skip Forsyth	Homeless Education Program		X
Pat Grosz	Bay Area Early Steps Provider		X
Sharon Hennessy	North Central Early Steps	X	
Erin Hough	Florida Department of Children and Families	X	
Ken McCain	Florida Department of Health	X	
Kim McCall	Bay Area Early Steps Provider		X
Cassandra Pasley	Florida Department of Health	X	
Betty Pate	Florida Office of Insurance Regulation		X
Trina Puddefoot	Southwest/Gulf Central Early Steps	X	



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Althea Puzio	Space Coast Early Steps	X	
Kathy Riley	Central Florida Early Steps		X
Maria Rivera	Bay Area Early Steps Provider		X
Kathleen Roberts	Florida Department of Children and Families	X	
Ray Rodriguez	North Dade Early Steps	X	
Kelly Rogers	Florida Department of Health	X	
Mary Sandler	Florida Department of Health	X	
Ellie Schrot	Gold Coast Early Steps		X
April Smith	Northeastern Early Steps	X	
Diane Taylor	Space Coast Early Steps		X
Lois Taylor	Florida Department of Health	X	
Carole West	Florida Department of Education		X

Call to Order – *Dr. Ilene Wilkins, Chair*

- Member roll call: The presence of a quorum was established with nine of the fourteen members in attendance in person or via phone.
- Welcome, introductions, and agenda review.
- Presentation of the October 6-7, 2015 Meeting Notes.

Motion: Approval of the October 6-7, 2015 Meeting Notes
 Motion Made By: Lilli Copp
 Seconded Motion: Kathleen Vergara
 Discussion: None
 Motion Passed

The Council voted unanimously to approve the October 6-7, 2015 Meeting Notes as presented with no abstentions, or negative votes.

- Appointments: One member has resigned since the October 6-7, 2015 Quarterly Meeting. The Florida Department of Health is working with the Governor’s Appointment Office to fill vacant member seats. The Council discussed strategies to recruit parent representation.
- Travel reimbursement: Reimbursement forms and self-addressed envelopes were provided to members requesting travel reimbursement.

Lead Agency Update – *Cassandra G. Pasley, Director, Division of Children’s Medical Services, Florida Department of Health*

Director Pasley provided updates from the Early Steps State Office including:



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- ESSO staff update;
- Local Early Steps contracts;
- Legislative update; and
- Workgroups
 - Community Collaboration
 - State Best Practices
 - Data Tracking
 - Nationwide Part C Program Analysis
 - State Systemic Improvement Plan
 - Transition from Part C to Part B.

Early Steps State Systemic Improvement Plan – *Laura Rumph, Program Administrator, Early Steps, Florida Department of Health*

An update on the State Systemic Improvement Plan (SSIP) required by the U.S. DOE Office of Special Education Programs was provided to the Council. The update included a report on the meeting held by the SSIP workgroup on January 20-21, 2016, in conjunction with the FICCIT meeting. The purpose of the meeting was to adopt a framework to begin development of Phase II of the SSIP, due April 1, 2016.

A copy of the revised draft Phase I SSIP was provided to the Council for input.

Lilli Copp requested Director Pasley's participation on a workgroup with Florida's Head Start Program with shared goals as the SSIP.

State Systemic Plan Phase II Demonstration Sites Panel – *Sharon Hennessy, North Central Early Steps, Ray Rodriguez, North Dade Early Steps, April Smith, Northeastern Early Steps*

The SSIP demonstration sites participated in a panel discussion with Council members regarding their role in the SSIP demonstration sites. Discussion included the following:

- Use of the Autism Navigator, including Continuing Education Credits for Early Steps' providers;
- Importance of coaching with the implementation of the SSIP activities in the demonstration sites; and
- Relationship between the SSIP strategies and Infant and Toddler Developmental Specialist credentials

The Council requested updates from the demonstration sites at each future quarterly meeting.

Annual Performance Report – *Mary Sandler, Program Consultant, Early Steps, Florida Department of Health*



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The draft 2014-2015 Annual Performance Report, as well as the statewide report card, was presented to the Council. Members requested additional information on how the data was calculated. Council members discussed the importance of data reliability. There was discussion that the data will assist policy makers understand the importance of supporting Florida's Early Steps Program. The Council requested a comparison of Florida's data to Georgia, Alabama, New York, Texas, and California be presented at the next quarterly meeting. Council Chair, Dr. Ilene Wilkins, signed the certification form for the Annual Performance Report to serve as FICCIT's Annual Report.

Part C Grant Application – *Kelly Rogers, Program Consultant, Early Steps, Florida Department of Health*

The requirements of the Part C of Individuals with Disabilities Education Act (IDEA) grant application was shared with the Council that includes:

- Submission statements;
- State policies, procedures, methods, and descriptions;
- Assurances and optional assurances;
- Certifications; and
- Budget

Florida's draft application was presented. The process and timelines for the public participation process was provided. There was discussion regarding the proposed budget for FICCIT. The proposed budget was compared to the current 2015-2016 expenditures and determined to be sufficient.

FICCIT Annual Goals - *Dr. Ilene Wilkins, Chair*

The Council identified goals for the remainder of 2016 (Attachment 1).

Future Agenda Items – *FICCIT Council Members*

Council members identified items for future quarterly meetings that include:

- Comparison of Florida's quality assurance data to other states;
- FICCIT Annual Report;
- Early Steps public awareness plan;
- Quarterly updates from FICCIT demonstration sites;
- Report from the legislative session; and
- Local Early Steps presentations.



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Public Comment

Public comments were received primarily from providers from the Bay Area Early Steps. Director Pasley committed to work with the Bay Area Local Early Steps, including providers, in the next two weeks to facilitate resolution.

Next Steps, Announcements - *Dr. Ilene Wilkins, Chair*

The remainder of the 2016 Quarterly Meetings are:

- April 28-29 – Tallahassee,
- July 19-20 – West Palm, and
- October 12-13, 2016 – Tallahassee.

Motion: Meeting Adjournment
Motion Made By: Lilli Copp
Seconded Motion: Laura Rumph
Discussion: None
Motion Passed

Meeting Adjourned - *Dr. Ilene Wilkins, Chair*