

Florida Interagency Coordinating Council for Infants and Toddlers
Quarterly Meeting
January 26, 2017
Orlando, 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		X
Kim Carr	Public/private provider of early intervention services	X	
Liz Cayson	At large member		X
Lilli Copp	Member from a Head Start Program	X	
Sara Evans	Parent of child with disability age 12 or younger	X	
Anitere Flores	Member from the State Legislature		
Skip Forsyth	Office of Coordination of Education of Homeless Children & Youth		
Erin Hough	Member from the state child welfare agency responsible for foster care	X	
Judith Levin	Member from personnel preparation program	X	
Betty Jo Pate	Member from the agency responsible for the State regulation of private health insurance	X	
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	
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
Samantha Wass de Czege	Member from the state agency responsible for child care	X	
Ilene Wilkins	Public/private provider of early intervention services	X	
Guests	Affiliation	Present (In Person)	Present (Via Phone)
Marissa Barrera	Treasure Coast Early Steps	X	
Annalise Campisi	Bay Area Early Steps	X	

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Josette Colon	Central Florida Early Steps	X	
Laurie Colon	Central Florida Early Steps	X	
Sheila Delgado	Central Florida Early Steps	X	
Vilma Delgado	Parent	X	
Megan Elder	First Step Therapy	X	
Glomaris Gonzalez	Central Florida Early Steps	X	
Marcy Hajdukiewicz	Florida Department of Health	X	
Amy Halecki	Central Florida Early Steps	X	
Hilda Iniquez	Central Florida Early Steps	X	
Renee Jenkins	Florida Department of Health	X	
John Lee	Northeastern Early Steps		X
Jennifer Martin	Florida Department of Health		X
Marie Martinez	Howard Phillips Center	X	
Ken McCain	Florida Department of Health	X	
Julia Nelson	Central Florida Early Steps	X	
Maria Ortiz	Provider	X	
Cristy Pabon	Central Florida Early Steps	X	
Cassandra Pasley	Florida Department of Health	X	
Kathy Riley	Central Florida Early Steps	X	
Amaris Rodriguez	Central Florida Early Steps	X	
Kelly Rogers	Florida Department of Health	X	
Ellie Schrot	Gold Coast Early Steps		X
Dina Snider	Big Bend Early Steps		X
Lora Torres	Central Florida Early Steps	X	
Gabriela Tortolero	Central Florida Early Steps	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 fifteen of the seventeen members in attendance in person or via phone.
- Welcome, introductions, and agenda review.
- Presentation of the November 3, 2016 Meeting Minutes.

Motion: Approval of the November 3, 2016 Meeting Minutes
 Motion Made By: Lourdes Quintana
 Seconded Motion: Kathleen Vergara
 Discussion: None
 Motion Passed

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The Council voted unanimously to approve the November 3, 2016 Meeting Minutes as presented with no abstentions, or negative votes.

- Membership: Members discussed the need to recruit parents to the Council.
- Travel reimbursement: Reimbursement forms and self-addressed envelopes were provided to members requesting travel reimbursement. Members were requested to provide their reimbursement requests to the Florida Department of Health in a timely manner.

Lead Agency Update – *Cassandra G. Pasley, Director, Division of Children's Medical Services and Marcy Hajdukiewicz, Chief, Bureau of Early Steps & Newborn Screening, Florida Department of Health*

The following lead agency updates were provided to members:

- State Office staffing
- Zika
- Implementation of 391.308, F.S.
- Provider enrollment
- Contract monitoring
- Budget

Council members asked for a report of unearned funds from 2015-2016 by Local Early Steps to be provided at the next meeting.

Local Early Steps Presentation – *Lourdes Quintana, Program Director, Central Florida Early Steps*

The Central Florida Early Steps program presented the following information to the Council:

- Counties served
- Number of staff
- Demographics
- Provider structure
- Service zones
- Challenges
- Strengths
- Down Syndrome clinic
- Autism Clinic
- Hearing Me support group and gala

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- Fall festival
- Music therapy
- Playgroups
- Community collaboration

A parent of a child currently receiving services discussed the impact of the program on her family, the benefits of collaboration with Early Head Start, and low-tech toys that have been beneficial to promote development with her child.

Annual Performance Report – *Renee Jenkins, Early Steps Program Administrator, Florida Department of Health*

A presentation of the Annual Performance Report (APR) was provided that included:

- Relationship with Results Driven Accountability
- Role of FICCIT in review and approval
- Timelines
- APR Indicators
- State Systemic Improvement Plan activities by phase
- State Determinations
- Differentiated Monitoring
- 2015-2016 APR local and state results, including measurable and rigorous targets, and comparison to 2014-2015 data

The Council requested additional information at a future meeting regarding what constitutes “progress” for child outcomes.

The Council approved the APR to serve as their Annual Report.

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

An overview of the requirements of the Part C grant application was provided that included:

- Submission Statement
- State Policies, Procedures and Descriptions
- Assurances
- Certifications
- Statement and Signature
- Description of Use of Part C Funds for the Lead Agency
- Maintenance and Implementation Activities for the Lead Agency

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- Description of Use of Part C Funds for the Interagency Coordinating Council
- Maintenance and Implementation Activities for the Interagency Coordinating Council
- Direct Services
- Description of Optional Use of Part C Funds
- Activities by Other Agencies
- System of Payments/Use of Insurance/Program Income
- Restricted Indirect Cost Rate/Cost Allocation Plan Information
- Highlight of proposed policies
- Timelines

2017 FICCIT Goals – *Dr. Ilene Wilkins, Chair*

The following agenda items were identified by the Council for future meetings:

- Detailed analysis of Annual Performance Reports Indicators
- Revised Individualized Family Support Plan
- Presentations from Local Early Steps, including strengths, challenges, and best practices
- Provider enrollment process
- State Systemic Improvement Plan Demo sites
- Training initiatives
- Changes to Part C of the Individuals With Disabilities Education Act at the federal and state levels
- Agency updates that impact Early Steps
- Council involvement in Annual Report
- Council business including:
 - Participation requirements
 - Roberts Rules of Order
 - Sunshine Law
 - Membership responsibilities

Public Comment

Two public comments were received.

Meeting Adjourned - *Dr. Ilene Wilkins, Chair*