



Florida Interagency Coordinating Council for Infants and Toddlers  
 Quarterly Meeting  
 July 7, 2015  
 Tallahassee, Florida



Meeting Notes

Member Name	Member Seat	Present (In Person)	Present (Via Phone)
Lorraine Allen	Office of Coordination of Education of Homeless Children & Youth	X	
Laurie Blades	Member from the agency responsible for children's mental health	X	
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	X	
Lilli Copp	Member from a Head Start Program	X	
Katherine Dagenais	Parent of child with disability age 12 or younger		
Anitere Flores	Member from the State Legislature		
Johana Hatcher	Member from the state child welfare agency responsible for foster care		
Arwyn Holmes	Parent of child with disability age 6 or younger		
Sharon Paul	Parent of child with disability age 12 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		
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)
Heather Arnold	Florida Department of Health	X	
Kim Barger	Gul Central Early Steps	X	
Annalise Campisi	Bay Area Early Steps	X	
Stephanie Ellis	North Beaches Early Steps	X	
Harry Fogle	West Central Early Steps	X	
Keela Henry	Florida Agricultural & Mechanical University	X	



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Erin Hough	Florida Department of Children and Families	X	
Monique Johnson	Agency for Healthcare Administration	X	
Whitney Jones	Florida Department of Health	X	
Ken McCain	Florida Department of Health	X	
Jennifer Martin	Florida Department of Health	X	
Cassandra Pasley	Florida Department of Health	X	
Betty Jo Pate	Florida Office of Insurance Regulation	X	
Pam Porter	Florida Department of Health	X	
Trina Puddefoot	Southwest/Gulf Central Early Steps		X
Althea Puzio	Space Coast Early Steps		X
Richard Faye	Private Provider		X
Carla Richards	North Central Early Steps		X
Kelly Rogers	Florida Department of Health	X	
Mary Sandler	Florida Department of Health	X	
Lori Sang	Treasure Coast Early Steps		X
Ellie Schrot	Gold Coast Early Steps	X	
April Smith	Northeastern Early Steps	X	
Liza Smith	Florida Department of Health	X	
Dina Snider	Big Bend Early Steps	X	
Michele Tallent	Florida Department of Health	X	
Lois Taylor	Florida Department of Health	X	
Jennifer Tschetter	Florida Department of Health	X	
Samantha Wass de Czege	Office of Child Care Regulation, Florida Department of Children and Families	X	
Marc Welsh	Southernmost Early Steps		X
Carole West	Florida Department of Education	X	
Charlene Willoughby	Florida Department of Health	X	



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

- Member roll call: The presence of a quorum was established with eleven of the eighteen members in attendance either in person or via phone. Guests were requested to introduce themselves.
- Welcome, introductions, and agenda review
- Presentation of the March 31–April 1, 2015 Meeting Notes

Motion: Approval of the March 31–April 1, 2015 Meeting Notes  
Motion Made By: Lilli Copp  
Seconded Motion: Monica Verra-Tirado  
Discussion: None

The Council voted unanimously to approve the March 31–April 1, 2015 Meeting Notes with no abstentions, or negative votes with the correction of the Florida Interagency Coordinating Council for Infants and Toddlers acronym “FICCIT” corrected on page one.

- Appointments: Applications for all vacant seats have been submitted and pending appointment from the Governor. The Council recommended recruitment to represent the Office of Early Learning.
- Attendance requirements: Attendance of Council members is required to be reported to the Florida Department of Health. Members are required to attend Council meetings per the requirements in the By-Laws or resign from the Council if they are unable to participate.
- 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:

- Staff update
- Contract monitoring
- 2015 legislation
- Office of Special Education Programs (OSEP) determination for Florida
- Early Steps/Early Wishes event
- Future activities

Council members were solicited to participate on several Early Steps State Office strategic groups.



Meeting Notes

**Early Steps Contracts & Data System** - *Jennifer Tschetter, Chief of Staff, Florida Department of Health*

Chief Tschetter reported the Department took the suggestion provided by the Council to visit several Local Early Steps. The visits were completed and helpful in the development of contracts negotiated at a meeting in Orlando between the Department and Local Early Steps. The goal of the contract development and negotiations was collaboration and transparency. Agreement on the contracts was reached and incorporated into the Local Early Steps contracts.

The budget is incorporated into the contracts and includes the following four categories:

- Administrative expenses
- Service Coordination expenses
- Family involvement expenses
- Direct services expenses

The Early Steps data system is going back to the University of Florida with the goal of implementation by August 1, 2015.

**Early Steps State Systemic Improvement Plan** - *Lois Taylor, Bureau Chief, Bureau of Early Steps and Newborn Screening, Florida Department of Health*

Lois Taylor provided an overview of the State Systemic Plan (SSIP) required by the Office of Special Education Programs (OSEP), U.S. Department of Education. OSEP is moving from widget driven performance measures to an outcomes evidence-based process. The SSIP is a multi-year, achievable plan that increases the capacity of early intervention programs to implement and sustain evidence-based practices and improve outcomes for children with disabilities and their families. The priority area Early Steps has identified for the SSIP is outcomes for children in the area of social-emotional development.

The SSIP includes the following three phases:

- Phase 1: Data submission - 2015
- Phase 2: Analysis – 2016
- Phase 3: Three year evaluation period – 2017-2020

Representation from a FICCIT member to participate in the continued review and development of the SSIP was solicited.

The Early Steps State Office will provide an update of the SSIP activities at each FICCIT meeting.

**Strategic Planning Next Steps/Annual Goals** – *Facilitated by Charlene Willoughby, Children's Medical Services, Florida Department of Health*



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Charlene Willoughby reviewed the strategic planning document developed by FICCIT at the March 31 – April 1, 2015 quarterly meeting (*Attachment 1*). Members requested that Head Start be added as a collaborative partner on page one. Council members continued their strategic planning process (*Attachment 2*).

Annual goals for FICCIT will be developed at the October 2015 quarterly meeting.

**By-Laws** - *Dr. Ilene Wilkins, Chair*

Dr. Wilkins presented the revised draft by-laws. Council members requested modification regarding attendance requirements for members including attendance of state agency representatives. The Council identified a change in the draft by-laws requiring members not miss more than two meetings per year in a twelve month period and a replacement be requested from the state agency lacking participation for submission of a gubernatorial application of the replacement.

Members requested a copy of the Department of Health Boards and Policy to review the attendance requirements.

The Chair requested Council members to review the draft by-laws in preparation for a conference call to finalize the document. A date and time for the conference call was not determined. Members will be notified of the conference call details when scheduled.

**Public Comment** – One comment received.

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

The chair solicited future topics of interest that include the following:

- Continued development of strategic planning
- FICCIT Annual Report
- Update on data system
- Rotating agency reports on updates related to serving young children with disabilities and their families
- SSIP
- January 21-22, 2016 in Tallahassee

Future meeting dates are as follows:

- October 6-7, 2015 in Orlando
- January 21-22, 2016 in Tallahassee

**Meeting Adjourned** - *Dr. Ilene Wilkins, Chair*