



Florida Interagency Coordinating Council for Infants and Toddlers
 Quarterly Meeting
 March 31 – April 1, 2015
 Pensacola, 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		
Jeanne Boggs	Parent of child with disability age 12 or younger		X
Kim Carr	Public/private provider of early intervention services	X	
Liz Cayson	At Large Member		
Lilli Copp	Member from a Head Start Program		
Katherine Dagenais	Parent of child with disability age 12 or younger		
Susan Donovan	Member from personnel preparation program		
Anitere Flores	Member from the State Legislature		
Shan Goff	Member from a state agency paying or providing for service		
Johana Hatcher	Member from the state child welfare agency responsible for foster care		
Arwyn Holmes	Parent of child with disability age 6 or younger		X
Sharon Paul	Parent of child with disability age 12 or younger	X	
Misty Porter	Parent of child with disability age 12 or younger		X
Lourdes Quitana	Public/private provider of early intervention services	X	
LaKera Reddick	Member from the agency responsible for the State Medicaid and CHIP program		
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)
Shelly Bear	Big Bend Early Steps	X	
Charles Bauer	North Dade Early Steps		X
Mary Ann Bickerstaff	The Arc Gateway, Inc.	X	
Annalise Campisi	Bay Area Early Steps	X	
Jennifer Cato	Florida School for the Deaf and Blind	X	
Donna Coley	Florida Department of Health	X	



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Sara Evans	Parent	X	
Harry Fogle	West Central Early Steps	X	
Michelle Gaston	North Dade Early Steps		X
Deborah Goldberg	Western Panhandle Early Steps	X	
Sally Golden McCord	Florida Department of Health	X	
Mary Grimmer	Central Florida Early Steps		X
Sharon Hennesy	North Central Early Steps		X
Erin Hough	Florida Department of Children and Families	X	
Monique Johnson	Agency for Healthcare Administration	X	
Paula Kendig	Parent/Florida Technical Assistance and Training System	X	
Lou Ann Long	Florida Children’s Forum		X
Suzanne Mahoney	Parent		X
Juliana Melara	Big Bend Early Steps	X	
Cassandra Pasley	Florida Department of Health	X	
Rob Pocaró	Treasure Coast Early Steps		X
Trina Puddefoot	Southwest/Gulf Central Early Steps		X
Althea Puzio	Space Coast Early Steps		X
Carla Richards	North Central Early Steps		X
Ray Rodriguez	North Dade Early Steps		X
Kelly Rogers	Florida Department of Health	X	
Laura Rumph	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	
Carole West	Florida Department of Education	X	



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Meeting Notes

March 31, 2015

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

Dr. Wilkins welcomed everyone to the Quarterly Meeting of the Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT).

Roll Call – *Kelly Rogers, FICCIT Coordinator*

Kelly Rogers took a roll call of members. The presence of a quorum was established with ten of the nineteen members in attendance either in person or via phone.

Welcome, Introductions, and Agenda Review - *Dr. Ilene Wilkins, Chair*

Dr. Wilkins welcomed guests and requested they introduce themselves. An overview of the agenda was provided. Structural changes to FICCIT were reviewed and a reminder of the role of the Council was provided.

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

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

- Data System
- Central Directory
- Contracts
- Part C Application
- Early Steps Structure

Allocation Methodology for Local Early Steps Funding - *Jennifer Tschetter, Chief of Staff*
Michele Tallent, Director of Office of Budget and Revenue Management
Florida Department of Health

Chief Tschetter and Director Tallent provided the Council with the goals for the allocation methodology for Early Steps contracts that include fiscal solvency and services to children. The Council discussed the need to look at rural areas, driving time, and traffic time throughout Florida. Council members also discussed concerns with the statewide Managed Medical Assistance (MMA) Program and its impact on Early Steps and the payer of last resort requirement. The process for provider enrollment was identified as a barrier for timely services. Council also discussed the importance of researching the percentage of the Medicaid population and child and family outcomes.

Public Records & Government in the Sunshine - *Dr. Ilene Wilkins, Chair*

Dr. Wilkins reminded Council members that they are required to follow the “Sunshine Law” and complete the training found at <https://fl.train.org/DesktopShell.aspx>. Specific questions regarding the “Sunshine Law” were asked and answers provided.

Introduction – *Lois Taylor, Interim Chief, Bureau of Early Steps*



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Lois Taylor introduced herself to the Council and provided her history of working for the state of Florida and experience working with newborns, children, and their families.

Western Panhandle Presentation – *Deborah Goldberg, Western Panhandle Early Steps*
 Deborah Goldberg provided an overview of the Western Panhandle Early Steps Program including strengths, challenges, priorities, and successes.

Public Comment – None received

Meeting adjourned - *Dr. Ilene Wilkins, Chair*

April 1, 2015

Meeting reconvened - *Dr. Ilene Wilkins, Chair*

Dr. Wilkins reconvened the meeting and introduced Laura Rumph, Section Administrator for the Florida Department of Health/Children’s Medical Services/Early Steps Program. Ms. Rumph informed the Council of her background with the state of Florida and her excitement to work with FICCIT and all stakeholders in Early Steps.

Strategic Planning – *Facilitated by Donna Coley, Office of Performance and Quality Improvement*

Donna Coley referred Council members to the federal requirements for State Interagency Councils of Part C of the Individuals With Disabilities Education Act (IDEA). Mrs. Coley facilitated a strategic planning exercise for FICCIT to identify their customers (direct and indirect), advisory activities, strengths, and gaps. **See Attachment 1.**

FICCIT Business - *Dr. Ilene Wilkins, Chair*

Dr. Wilkins presented the January 2015 Meeting Minutes.

Motion: Approval of the January 2015 Meeting Minutes as presented
 Motion Made By: Kathleen Vergara
 Seconded Motion: Kim Carr
 Discussion: None

After no questions, comments, abstentions, or negative votes, the January 2015 Minutes were approved unanimously.

Dr. Wilkins informed the Council the revised FICCIT By-Laws were still in draft form and the By-Laws will be revisited at the next Quarterly FICCIT Meeting.

Council members requesting travel reimbursement were provided with travel reimbursement forms and instructions.



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Dr. Wilkins informed the Council that Committees had to follow Roberts Rules of Order and requirements for the Florida Department of Health Boards and Councils policies. A reminder was provided that the Florida Department of Health will not reimburse travel for FICCIT Meetings for interested parties who are not appointed members.

Members were provided with a copy of the draft FICCIT Annual Report and requested to provide feedback to the FICCIT Coordinator.

An update on the status of applications and attendance requirements was provided.

Future Meeting dates and locations were determined as follows:

- July 7-8, 2015 in Tallahassee
- October 6-7, 2015 in Orlando
- January 21-22, 2016 in Tallahassee

Public Comment – One comment received.

Meeting Adjourned - *Dr. Ilene Wilkins, Chair*



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Meeting Notes

Attachment 1

**Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
Strategic Planning
April 1, 2015**

Customers:

- Direct:
 - Florida Department of Health/Early Steps Program
 - State agencies serving infants and toddlers with disabilities and developmental delays
 - Local Early Steps
 - Community Providers
- Indirect:
 - Children and Families
 - Referral Sources (NICUs, Pediatricians, Foster Care Agencies, etc.)
 - Child Care Agencies
 - Statewide Projects (birth – five)
 - Research Projects
 - Universities

Customer Requirements:

- Experience
- Objective Advise
- Expertise
- Voice of area represented (including end customers such as children and families)
- Full scope of Council Representation (united, balanced)
- Communication
- Collaboration

Advise Customer:

- Service Needs
- Customer Segments Served
- Annual Grant
- Annual Performance Report/State Performance Plan
- SSIP
- Potential Funding Sources



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Meeting Notes

- Performance Outcomes (child and family)
- Interagency Collaboration
- Innovative Service Models
- Innovation Overall (Benchmarks with Other States and Programs)

+	-
Process for obtaining anecdotal information from families	Collate and trend information
Family outcomes survey	Formally obtain needs
Participation of a representative from the homeless population	Report/Use of data at meetings
Participation in review of federal reports	Lack of knowledge of family outcomes process
Optimize use of existing funds	Dashboard of performance metrics
Interagency Collaboration	Additional participation from other customer segments
Provides forum for innovation and ideas	Larger role in annual grant application
Innovation from lead agency	More involvement in improvement strategies for annual reports
	Identify additional funding sources
	Educate legislature
	Review and identify metrics for measuring performance (direct and end customer)
	Need more focus on researching best practice service models using outcome measures to evaluate models
	Connect with state office and offer additional innovative ideas