

SICC MEETING MINUTES

Videoconference

January 11, 2013

Members Present via Videoconference or Conference Call:

Pam Thomas
Amy Kessel
Molly White
Nancy McIsaac

Donna Cash
Lisa Robbins
Wendy Witcig
Joyce Sims

Leslie Elpers
Stacey Owsley
Kathy Fuger

Members Not Present:

Melinda Sanders
Julie LePage

Senator Scott Rupp

Marta Halter

DESE Staff Present via Videoconference or Conference Call:

Pam Schroeder
Sara Massman
Sarah Camp

Tina Lawson
Marcy Morrison
Heather Crosby

Michele Schall
Judy Goans

To review copies of handouts referenced in the minutes below, go to the following website: <http://dese.mo.gov/divspeced/FirstSteps/SICCpage.html> and click on "Handouts" for the January 11, 2013, meeting.

Call to Order, Welcome, and Introductions – Wendy Witcig brought the meeting to order at 10:00 and introductions were made.

Approval of the SICC Minutes from November 2012 - Wendy asked for a motion to approve the minutes from the November 2012 SICC meeting. Pam Thomas indicated that a typo was discovered on page 3 under the Financial Report, second bullet, the word "done" should have been "down." Donna Cash made a motion to approve the November 2012 minutes, with the correction made that Pam identified. Joyce Sims seconded the motion. All were in favor with no one opposed. Motion passed.

Mission moment - Tina Lawson, First Steps Area Director, read a letter from a family in the Kansas City area expressing their appreciation of the providers from First Steps who visited their family.

Report from the Missouri Coordinating Board for Early Childhood (CBEC) Stacey Owsley – Stacey reported that the CBEC is continuing to work on spending down funds received from the Missouri State Advisory Panel application. Next week the CBEC will hold a special call to finalize the plan and the activities that the board agrees upon for the next few months. All federal funds must be expended by

August 30, 2013. Stacey indicated that on the previous CBEC call the public awareness campaign was approved by the board. The next face to face meeting of the CBEC is January, 29, 2013, from 9:00 a.m. to 11:00 a.m.

Bylaws – Discuss changes to the bylaws – No changes to the bylaws were made since the November SICC meeting. Wendy will contact the National Early Childhood Technical Assistance Center (NECTAC) to inquire how other states are using alternates and any rules or regulations around alternates. She will try to have that information available to share at the SICC meeting in April. Wendy asked that Judy Goans set up a conference call with the bylaws subcommittee.

DESE Updates – Pam Thomas stated that the Part C State Plan was submitted to the State Board of Education for review at the January 22 - 23, 2013, meeting in Jefferson City. Their agenda is not posted at this time, but when it is posted all the documentation for the meeting will be posted also. The link to the State Board of Education page on the Department of Elementary and Secondary Education (the office) website is: <http://dese.mo.gov/stateboard/>. The proposed Part C State Plan did include summer third birthday language. The dates proposed for the summer birthday services were April 1 to August 15. There were some changes made to the summer birthday language in order to meet federal requirements. In addition to the state plan document, a chart with the changes was created by Sara Massman and Pam Schroeder for the State Board, which will also be available on the website when the agenda is posted.

On January 9, 2013, the Office of Early and Extended Learning released the Pre-K Standards for public comment. These are standards for quality education for children ages 3 to 5. Links to these documents can be found at the following website: <http://dese.mo.gov/eel/el/>. The standards for math and science literacy were also released by the Office of College and Career Readiness and are available at the following website: <http://dese.mo.gov/divimprove/curriculum/>. These are both open for public comment.

Financial Report – Pam Thomas presented the First Steps FY13 financial report to the council. The report is showing a little stability in the costs for provider mileage and early intervention services. Direct services continue to cost about \$2 million every month. Pam noted the budget showed a \$4 to \$5 million gap, which is related to the increase in child count over the past few years. Previously, we were filling in the gap in the budget with Part C and Part B stimulus monies, but those funds are no longer available to close the gap this fiscal year. The office hopes to have more information to share at the April SICC meeting on filling the gap in funding. A question was asked about insurance revenue. Pam stated that revenue from insurance will not be what was predicted for this year since the largest insurance carrier previously elected the percentage option but this year moved to direct services option. This means less insurance revenue in January, which is the due date for percentage payments by carriers. Family fee revenue is more than anticipated due to the SPOEs notifying families about overdue balances. The office is continuing to work with the state Medicaid office to make sure claims are submitted timely and accurately to maximize reimbursement. During the April SICC meeting Pam will have more information about private insurance and Medicaid dollars. It was noted that SICC expenses

are not showing on the expenditure/revenue tracking report. Pam explained some expenses in the RICC column were miscoded and this will be corrected on the report given at the meeting in April.

Provider Survey Results for Early Intervention (EI) Teams – The office emailed a survey to providers last October for feedback on EI team experiences in preparation for the First Steps Area Directors development of provider training. The handout with survey results was sent to the council and posted on the web. The results are statewide responses, not regional. We are starting to see the second stage of team implementation and more information is needed. It was suggested that a group be formed to facilitate a meeting with institutions that offer degrees in early intervention, along with the Department of Elementary and Secondary Education, the State Interagency Coordinating Council, the Department of Higher Education, the Coordinating Board for Early Childhood, Joyce, Kathy Fuger, Mike Able, Wendy and Pam Thomas to facilitate some movement towards best practice in early childhood in their curriculum. Wendy will contact Pam or Kathy regarding the meeting. Stacey indicated she could help obtain appropriate leadership from the CBEC. It was also noted some of the SPOE Directors and First Steps Area Directors may already have contacts in these institutions. It was suggested that someone present the team model at annual conferences held by physical and occupational therapy associations. Michele Schall, First Steps Area Director, will be presenting at the Missouri Speech and Hearing Association (MSHA) conference in April. If anyone has a contact person for the physical therapy or occupational therapy associations, please email the information to Pam. Pam noted that the office will send a survey to service coordinators for their input on teaming since they facilitate the EI team meetings.

Disclosure to the SICC of Due Process – Pam Schroeder announced there was one due process filed between July 1, 2011, and June 30, 2012, but it was subsequently withdrawn by the parent.

Action Item: 2011-12 State Performance Plan (SPP)/Annual Performance Report (APR) – The SPP and APR documents were made available to the council for review prior to the SICC meeting. Pam Schroeder reviewed the 14 SPP indicators with the group. All members of the SICC were given the opportunity to comment or ask questions regarding the documents. Wendy proposed a change to the wording in Improvement Activity 4.2. Pam Thomas stated that the wording in all improvement activities should be general to encompass specific activities. The office will reword the activity and email it to Joyce and Wendy for review and final approval before submitting the APR to OSEP. Pam Thomas indicated the office is considering a survey for each family exiting the First Steps program, in addition to the annual survey that is already sent to all families in the First Steps program. Pam Thomas said she could bring survey examples from the national center to the next SICC meeting. A comment was made that it would be beneficial to measure children when they enter the program and then annually thereafter to monitor their progress. A question was asked how long to monitor progress. Pam Thomas commented on Indicator 3 about child outcomes birth to age five and that each First Steps child receives a MOSIS number used for PreK-12 in public schools.

Pam Schroeder reminded the council that, after the office submits the APR to OSEP, there is usually a week allowed for clarification of items by the state. OSEP will issue their determination letter to the office in June. Pam asked for any additional questions or comments on the APR from the council. There

were no additional questions or comments. Pam requested the SICC make a motion to approve the APR, with the requested changes, and submit the certification letter signed by the SICC co-chairs. Kathy Fuger made a motion to approve the reports with the suggested change. Donna seconded the motion. There was no further discussion and all were in favor. The motion carried.

Communication from Guests – Nancy McIsaac, Department of Health and Senior Services, Child Care Regulations, informed the council that on November 13, 2012, United 4 Children in St. Louis, Missouri, was awarded the Child Care Resource, Referral, Training and Inclusion Contract by the Missouri Department of Health.

New Business – No new business

Old business – Statement of Support from the SICC Kathy Fuger - The council discussed transition from First Steps to ECSE, or other community services, as well as: best practice, what children need, what family needs, and what the field needs. Kathy proposed a position statement with two main sections: seamless transition for children and families and collaboration and shared responsibility among organizations. A comment was made that the systems that the family will enter after the First Steps program are not built to support the family unit. It was recommended that the statement of support be posted on the SICC website and also included as an addendum to the SICC bylaws. Kathy will put something together and touch base with Wendy and Joyce, then ask Pam Thomas to email it to the council for review and discussion.

Wendy suggested that a standing agenda item be added to the SICC agenda to review SICC vacancies and nominations. The SICC vacancies list was sent to Kimberly Gerlt in the governor's office. Wendy reiterated to Ms. Gerlt that there is currently no parent representation on the board. Wendy will continue to follow up with the governor's office. Anyone with a possible parent nomination is encouraged to submit them. Pam Thomas stated that if the office receives any calls from interested parents, those parents will be referred to Wendy or Joyce. Wendy requested that the membership update be moved under Task Force/Committee reports on the agenda.

Wendy asked if there was any other business to come before the council. No other business was presented to the council. Wendy asked for a motion to adjourn the meeting. Donna made a motion to adjourn the meeting and Kathy seconded the motion. All were in favor and the meeting was adjourned at 2:05.