

SICC MEETING MINUTES

Truman Building, Room 400

April 11, 2014

Members Present:

Pam Thomas
Steve Cramer
Julie LePage
Donna Cash
Christy Collins

Stacey Owsley Wright
Jovanna Rohs
Dr. Carlotta Kimble
Dr. Tracy Stroud
Wendy Witcig

Kayla Kapica
Lesley Bickel
Sherri Bramhall
Jennifer Bax

Members Not Present:

Amy Kessel
Molly White

Kathy Quick

Senator Scott Rupp

DESE Staff Present:

Tina Lawson
Sarah Camp
Michele Schall

Marcy Morrison
Heather Crosby
Pam Schroeder

Sara Massman
Judy Goans

To review copies of handouts referenced in the minutes below, go to the following website: <http://dese.mo.gov/special-education/advisory-panels/state-interagency-coordinating-council-sicc/meeting-dates> and click on "Handouts" for the April 11, 2014, meeting.

Call to Order, Welcome, and Introductions – Wendy Witcig brought the meeting to order at 10:15. Introductions were made by the group at the Truman building and those participating via conference call.

Approval of the SICC Minutes from January 2014 - Wendy asked for a motion to approve the minutes from the January 2014 SICC meeting. Donna Cash made a motion to approve the January 2014 SICC meeting minutes and Christy Collins seconded the motion. All were in favor with no one opposed. Motion passed.

Mission Moment – Kayla Kapica, new SICC parent member, provided the Mission Moment for the April meeting. Kayla and her family will be featured in the Year at a Glance published in the fall of 2014.

Update from SICC members

- Julie LePage, Department of Mental Health (DMH), reminded the council and audience that the Family Support Coordinators that work at the DMH regional offices are a good resource to invite to their Regional Interagency Coordinating Council (RICC) meetings.
- Steve Cramer, Department of Health and Senior Services, reported that the Family Enrichment Conference would be held the weekend of April 11-12, 2014, for Missouri parents, legal

guardians and caregivers of children, youth and young adults with special health care needs and early childhood family leaders at Tan-Tar-A Resort, Osage Beach, MO.

- Dr. Tracy Stroud, University of Missouri, said that a Social and Emotional Well-Being in Early Childhood Conference will be held on Friday, May 2, 2014, in St. Louis, MO. The conference is sponsored by the Missouri Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) and the American Academy of Pediatrics – Missouri Chapter.
- Christy Collins, Department of Social Services, stated that their office is working on a federal report on strategies for children under the age of 5. Local organizations statewide will help write the report. Christy also reported that Governor Nixon signed into law a bill last year that would provide eligible foster children with visits to colleges, technical schools or military training facilities, before they exit the foster care system.
- Stacey Owsley Wright, Missouri Head Start, reported that the Missouri Coordinating Board for Early Childhood (CBEC) will meet Tuesday, April 15, 2014. At that meeting the board will be hearing a presentation on integration of data into the state longitudinal data system, including Head Start.
- Donna Cash, Missouri Department of Elementary and Secondary Education (DESE), stated that paperwork is due by the end of the business day on Friday, May 23, 2014, for the McKinney-Vento Homeless Children and Youth Grant Program. This is a two year grant for school districts for grant funds to provide educational support services and activities for their homeless student population. The National Association for the Education of Homeless Children and Youth (NAEHCY) will be holding their conference in Kansas City, MO, October 25-28, 2014. The association is currently accepting proposals for conference presenters.

DESE Reports

- **Financial Update** – Pam Thomas reviewed the FY14 Expenditure/Revenue Tracking report. The projected expenditures for FY14 are over \$33 million and the projected expenses are over \$39 million. Earlier this week the House of Representatives and the Senate passed the requested supplemental increase for First Steps and it has been sent to the governor for his signature. In the Revenue/Appropriations section of the report Pam stated that the Office of Special Education (the Office) has been tracking the family fees and private insurance money to look at trends in family fees and insurance. The First Steps budget appears to still be moving through the process. If approved First Steps will receive the increase requested for next fiscal year.
- **First Steps Provider & Service Coordinator Feedback from Early Intervention Team (EIT) Level 5 Training: Support-Based Home Visits - 2013** – Tina Lawson shared the survey results and feedback received from providers at the conclusion of the First Steps Level 5 EIT trainings from 2013.
- **Family Outcomes Survey** - Heather Crosby presented information on the First Steps Family Outcomes Survey. The Office is seeking input from the council as to what, if any, changes should be made to the survey. The survey is sent each spring to all active families. The Office is cautious about changing too much survey content because the data has been tracked for the past seven years for federal reporting. The survey must continue to collect the information necessary to report. Heather has attended national conferences on outcomes and found some states use a national survey and some use a survey from the National Center for Special Education Accountability Monitoring (NCSEAM). Missouri's survey is anonymous, but the family may choose to share their contact information. The survey is only available by mail at this time. A consideration to send the survey to families as they exit the program was discussed. Heather presented three options to the group for the survey as this time:

- Option 1 – Use the current method of sending the survey to all families with children in the program.
- Option 2 – Use the old survey, but only send it to families exiting the program.
- Option 3 – Use a new survey, but send it to all families with children in the program.
- A fourth option was suggested during the meeting to send the old survey to families who left the program and to the families that are still in the program. Finalize a new survey and then decide what groups to survey next year. Use the input from the council to compose the new survey.

It was suggested to send a message to providers to remind families that the survey is being sent to them and stress the importance of filling it out and returning it to the Office. The Office will use the input from today's discussion to make a final decision on the survey for next year.

- **SPP/APR Indicator 11 for State Improvement Plan**—The Seven Key Principles of Early Intervention and the State Performance Plan/Annual Performance Report (SPP/APR) Indicator 11 – State Systemic Improvement Plan (SSIP) documents were distributed to the council. The Office is requesting input from the council on the SSIP. A new indicator for the SSIP will be included for the purpose of evaluating and measuring results. Each year the Office sends an annual report of the First Steps program to the governor's office and to the Office of Special Education Programs (OSEP). A specific plan to improve services and activities for children and families in the First Steps program is due to OSEP by February 1, 2015. The group discussed ideas for improvement plan, including a pilot program for child outcomes that was implemented in the southeast part of the state. More data will be shared with the council at the September SICC meeting.

Task Force/Committee Reports

- **SICC Membership Update** – The council has one parent and one provider position open. If anyone has recommendations for either position the Office can provide them with the contact information for Boards and Commissions. Pam Thomas and Wendy Witcig met recently with staff from Boards and Commissions to discuss several issues regarding the SICC, who indicated alternates are no longer allowed. This would also apply to state appointed members of the council and their alternates. State departments are allowed to send someone to share information in the absence of the state council member, but they are not allowed to vote or counted as attending for that person. The bylaws also contained term limits in the past, but Boards and Commissions said there are no term limits set by regulations. Once appointed to the SICC, the member sits until the governor appoints someone to take the position or until resignation. Joyce Sims submitted her resignation from the SICC recently due to a job change. Wendy stated that the council would discuss the appointment of a new co-chair at the September meeting. Senator Scott Rupp's position on the council is also vacant. The council discussed the SICC nomination form and determined that it is no longer needed. A link to the Boards and Commissions website will be added to the SICC webpage. Stacey Owsley Wright made a motion to eliminate the nominating form and utilize the Invitation to Volunteer handout, but revise it to reflect the categories of membership and direct parties to the Boards and Commissions website. Donna Cash seconded the motion. All were in favor with no one opposed.
- **SICC Bylaws** – The conversation with Boards and Commissions prompted the need to revise the SICC bylaws. The revisions were sent to the council prior to the meeting for review. Stacey Owsley Wright made a motion to accept the changes to the bylaws. Donna Cash seconded the motion. The group discussed the fact that all language related to the use of alternates was

removed from the bylaws. The other big change to the bylaws included taking out the term limits. The council would not be allowed to remove anyone from the council due to lack of attendance, but a recommendation could be made to the governor's office to remove a council member. The bylaws still include language to allow a parent committee. Boards and Commissions recommended using the parent committee rather than adding more parent members to the council. A question was raised as to the word "shall" in the bylaws in regards to the language in standing committees and ad hoc committees. It was recommended that the word "may" be used instead. Currently, there is no parent committee. The parent committee could give recommendations and possibly prepare a brochure for the RICCs to use to educate families about the SICC. Stacey Owsley Wright amended her motion to accept the proposed changes and the additional change of the word "shall" to "may" with respect to standing and ad hoc committees. Donna Cash seconded the amended motion. A vote was called. All were in favor of the changes to the bylaws with no one opposed. Motion carried.

- **Old Business** - none
- **New Business** - A recommendation was made to establish an Ad Hoc Parent Committee for the purpose of creating communications to send out to parent groups to improve parent involvement on the local and state level. The Ad Hoc Parent Committee would receive support from the Office to help with logistics on the government side. Lesley Bickel made a motion to establish an Ad Hoc Parent Committee. Kayla Kapica seconded the motion. Pam Thomas recommended that Tina Lawson, First Steps Area Director, be a member of the group as the state representative. All current SICC parent members will be members of the group. It was also recommended that Lori Williams, MPACT representative, be added as a member also. All were in favor with no one opposed. Motion carried.

It was decided that the September SICC meeting will be a face-to-face meeting. The new SICC members will have a short orientation at the Truman building prior to the main SICC meeting in September. November will also be a face-to-face meeting and January will be a videoconference/conference call.

A motion was made to adjourn the meeting by Donna Cash and seconded by Stacey Owsley Wright. All were in favor with no one opposed. Motion passed. The meeting was adjourned at 2:30.

Upcoming SICC meeting dates:

- Friday, September 12, 2014 – Jefferson City, MO
- Friday, November 21, 2014 – Jefferson City, MO