

# SICC MEETING MINUTES

## Videoconference

### January 10, 2014

#### Members Present via Videoconference or Conference Call:

Pam Thomas	Molly White	Kathy Fuger
Amy Kessel	Kathy Quick	Kayla Kapica
Steve Cramer	Donna Cash	Lesley Bickel
Julie LePage	Christy Collins	

#### Members Not Present:

Senator Scott T. Rupp	Dr. Carlotta Kimble	Joyce Sims
Stacey Owsley Wright	Dr. Tracy Stroud	Wendy Witcig

#### DESE Staff Present via Videoconference or Conference Call:

Pam Schroeder	Tina Lawson	Sarah Camp
Marcy Morrison	Heather Crosby	Judy Goans
Michele Schall		

To review copies of handouts referenced in the minutes below, go to the following website: <http://dese.mo.gov/se/sicc/SICCagendasandmeetings.html> and click on “Handouts” for the January 10, 2014, meeting.

**Call to Order, Welcome, and Introductions** - Kathy Fuger brought the meeting to order at 10:00. Kathy facilitated the meeting due to the co-chairs, Joyce Sims and Wendy Witcig, being unable to participate in the meeting. Introductions were made by the group at the Truman building and those participating remotely.

**Approval of the SICC Minutes from November 2013** - Kathy asked for a motion to approve the minutes from the November 2013 SICC meeting. Donna Cash made a motion to approve the November 2013 minutes and Molly White seconded the motion. All were in favor with no one opposed. Motion passed.

**Mission Moment** – Heather Crosby, First Steps Area Director, shared a letter from a family in the Joplin area expressing their appreciation for the First Steps program and the staff who helped their children. The family in the letter will also be featured in the Year at a Glance that will be published later in the year.

#### Update from SICC members

- Kathy Quick, Missouri Department of Health and Senior Services (DHSS), reminded the council members that the department’s new online training series, “Inclusion411”, is available at the following link on their department website:

<http://health.mo.gov/safety/childcare/onlinetraining.php>. DHSS has received positive comments on the modules and are working to develop four more modules that will be available online later this year.

- Lori Masek, Missouri Department of Social Services (DSS), shared with the council that her office has been working with Pam Thomas to compose talking points for the DSS staff who work with the Child Abuse Prevention and Treatment Act (CAPTA) referrals to First Steps. The practice points have been sent to the field and DSS has noticed an increase in referrals to First Steps. DSS is also working with Pam on an interagency agreement to allow data to be sent from DSS to First Steps which will help to track which children are referred to First Steps and insure that children who need the services are receiving them.

#### **Communication from Guests – none**

**Report from the Missouri Coordinating Board for Early Childhood (CBEC)** - Stacey Owsley Wright was unable to attend the last quarterly CBEC board meeting. No report was available to share.

#### **Task Force/Committee Reports**

- **SICC Membership Update** – Pam Thomas informed the council that the governor’s office has recently appointed two parents to the SICC, Kayla Kapica and Lesley Bickel. Copies of their appointment letters, as well as the appointment letters for providers Dr. Tracy Stroud and Dr. Carlotta Kimble, were emailed to the SICC members. As of today, the only open positions on the SICC are two parent positions and the personnel preparation position currently held by Kathy Fuger. Pam expressed her appreciation to Kim Gerlt with Boards and Commissions for her assistance in filling these positions. Pam also clarified with Kim at Boards and Commissions that it is not necessary to send SICC reappointments to the governor’s office. For example, Joyce Sims was pending reappointment at the governor’s office, but her reappointment by the governor is not necessary.
- **By-laws** – All council members received a copy of the current SICC by-laws, with changes approved at the November 2013 SICC meeting, prior to the meeting. Pam Thomas reviewed the changes with the council. Most of the changes were made due to new federal regulations. The council also approved the by-laws change to add a parent advisory council made up of parents/guardians. A question was asked if a SICC chair can also be on the parent advisory committee. Pam indicated that would be a question for the council to decide. A question was asked regarding reimbursing those on a parent advisory committee for attendance at an SICC meeting. Pam indicated that by adding the parent advisory committee to the bylaws those serving on the committee will be eligible for reimbursement for their travel expenses. Some of the committee work could also be accomplished through a conference call. Pam asked if the council wanted to extend the number of parents on the council. Currently, the council has slots for four parents and four providers. Pam noted that she did receive a request to add additional positions not specifically listed as a required member. A question was asked about member designees and the group discussed the by-laws regarding attendance. Pam stated that the

language around the terms of membership has not changed. Kathy asked if the council wanted to discuss this issue further at the April SICC meeting. It was decided that the issue would be tabled at this time. Pam stated that the Office of Special Education (the Office) would provide orientation for the new SICC members and it was decided that a face to face meeting would be preferred for the orientation. Pam will try to schedule the training for some time in April, preferably just prior to the SICC meeting.

#### **DESE Reports**

- **Financial Report** – Pam Thomas reviewed the FY14 First Steps Monthly Expenditure/Revenue Tracking report. Direct service costs to children have remained about the same as last year. There was a spike in November to offline costs due to the SPOEs purchasing testing protocols to carry them through the end of the fiscal year. Expenditures are close to the same amount as last year. If this pace is continued, the program should be on track to come in a little under the estimated budget. The Office anticipated a shortfall and requested a supplement to the state dollars to be considered in the upcoming legislative session.
- **Action Item: State Performance Plan (SPP)/Annual Performance Report (APR) draft** – The SPP and APR documents were emailed and posted for all council members to review prior to the meeting. A summary chart of the SPP and APR was also made available to council members before the meeting. The SPP includes baseline data for 14 indicators, which include result indicators and compliance indicators. Each state is required to report yearly on the progress made via the APR and submit their report to OSEP. Members of the SICC have the opportunity to review the draft and can provide comments before the APR is submitted to OSEP.

Pam Schroeder reviewed the 14 indicators and answered questions from the council members regarding the results. A comment was made there was a problem with the header on page 22. Pam Schroeder requested the SICC make a motion to approve the APR and submit it to OSEP. Pam Thomas noted the Wendy Witcig and Joyce Sims, SICC co-chairs, were unable to participate in today's call. The council can vote to approve the APR today, but Wendy and Joyce will also need to approve it before it is submitted. Kathy Quick moved to approve the report and forward it to the co-chairs to sign. Donna Cash seconded the motion. There was no further discussion and all were in favor. The motion carried. Pam Thomas stated that she will share today's discussion with Wendy and Joyce. After the APR is submitted to OSEP the Office is allowed a week in April to clarify any questions that OSEP might have regarding the report. The state will receive a determination letter from OSEP in June.

- **New Indicator 11 for SPP/APR** - Pam Schroeder mentioned the Office will be writing a new performance plan for 2015. Pam Thomas explained the new SPP should be more streamlined in several ways. One, the performance plan will be imbedded in the performance report so there will be one document not two. Also, in the new report, the only time the Office will describe performance is if slippage occurred and the state did not meet the target. Under the current SPP, there are improvement activities for each indicator and they are very repetitive. Pam explained the new SPP is expected to have one indicator for improvement, which will be the

new Indicator 11. With these changes, Pam indicated they are hopeful the report will be more meaningful and concise for future reportings.

- **Disclosure to the SICC of Due Process Decision** – Pam Schroeder disclosed to the SICC that there were no due process cases for First Steps in FY13.

**New Business** - none

**Old Business** - none

Kathy Fuger asked for a motion to adjourn the meeting. Amy Kessel made a motion to adjourn the meeting and Donna Cash seconded the motion. All were in favor and the meeting was adjourned at 12:30.