**State Interagency Coordinating Council (SICC)**

**Quarterly Meeting Minutes**

**Date:** Thursday, January 9, 2020

**Time:** 1:00 p.m. – 3:00 p.m.

**Location:** Claiborne Building, Thomas Jefferson Room 1-136

**Members Present:**

Tracy Barker

Rebecca DeLaSalle

Leslie Doyle

Marc Garnier

Jennifer Hannon

Kathryne Hart

Antiqua Hunter

Angela Lorio

Shanida J. Mathieu

Ursula O Meaux

Tawnya Moore

Joy Pennington

Ann Phillips

Bambi Polotzola

Fiona Ritchey

Michelle Roberie

Brenda B. Sharp

**Members Absent:**

Mike Billings

Soundra T. Johnson

 Colleen Klein-Ezell

Libbie Sonnier-Netto

**Others present:**

Ariana Alexander

Holly Bell Matthew Wallace

Penny Thibodeaux

Valarie Laday

April Hearron

Derraniece Oneal

Diane Pitts

Ashley Casteel

Charlie Michel

Kelli Morgan

Timothy Butler

Jennifer Johnson

Selina Gilliland

China Guillory

Torrie Keller

Brian Jakes

Lisa Pierron

Tony Ledet

Joyce Ridgeway

Anthony Stafford

Samantha Whitt

Pamela Newton

Tracy Garner

Cindy Champagne

Kim Williams

Tracy Crump

Terrie Coombs

Chrissy Kraemer

April Dunn **(Staff)**

Melanie Washington **(staff)**

1. **Call to order**: at 1:00 PM by SICC Committee Chair Shanida Mathieu
2. **Roll Call and Introductions**

 **Quorum Present**: 16 of 21 Committee members present (11 required)

**II. Old Business**

1. **Review and Approval of Minutes from Past Meetings**:Minutes of the October 10, 2019 quarterly meeting were reviewed.

**Motion to approve October 10, 2019 minutes by Bambi Polotzola. Seconded by Leslie Doyle. Motion Carried.**

1. **New Business**
2. Shanida Mathieu shared her family’s journey with the EarlySteps program. She started a toy donation for developmental toys that providers can give to families who need them.
3. Executive Directors Report: **Melanie Washington** *(see attached report for full details)*

The Council was updated on membership status: There are two seats that need to be filled – Head Start and a Louisiana Legislator. Boards & Commissions should be appointing Head Start Representatives any day now. The Council is in the process of searching for a Legislator to fill the seat.

An Action Planning Committee was established. Members volunteers to participate on committee: Rebecca DeLaSalle, Bambi Polotzola, Angela Lorio, Tawnya Moore, Ursula Oustalet Meaux, Fiona Ritchey, and Libbie Sonnier-Netto. Executive Director will create an email thread to work on details for the planning meeting.

Melanie Washington asked that members and stakeholders email recommendations for Legislators to fill the SICC seat and a list will be compiled and discussed at the March Executive Committee meeting.

1. Lead Agency Report: **Brenda Sharp** *(see attached report for full details)*

The Annual Performance Report (APR) will be submitted to the US Department of Education on February 3, 2020. The SSIP portion of the APR will be submitted in April.

Budget for FY20/21 – There has been quite a bit of growth in the child count (almost 8% but not in the number of providers. This growth has impacted the infrastructure. There was a 2% rate cut in 2010. EarlySteps requested from LDH, the 2% rate restoration and a 3% additional increase. LDH accepted the request and it has been moved to Division of Administration.

EarlySteps worked with their Central Finance Office to set the annual priorities. 1) Development of an online service plan, 2) Use of a Predictive Analysis Model

Act 421 (TEFRA – allows families to get Medicaid eligibility for their children regardless of their income and based on ability). Plan needs to be in place by June with stakeholder involvement. Stakeholder meeting held on November 21, 2019.

The Resource Availability and Provider Shortages – Region 6 is mostly affected by shortages. As on January 1, 2020 geographically identified cross disciplinary teams who are assigned to certain parts of the region are being used to try to deal with the unmet needs. Teams are made up of providers, support coordinators, evaluators, intake coordinators, and the family. Teams will be providing feedback about how this process is working.

**SSIP Committee Reports**

1. **Family Assessment Workgroup –** Joyce Ridgeway (EarlySteps COS)

On 01/09/20, the Family Assessment Workgroup met in Baton Rouge. The process and ideas for timelines, self-assessments and observations were discussed. Future observations are required as we are in the implementation phase and are collecting data. SPOEs in Regions 3, 4, 5, 6 and 10 will continue with the implementation phase by completing the Fidelity Tools. The completed tools are to be submitted to Valarie Laday and Tracy Crump who will provide the completed tools to Brenda Sharp.

1. **Service Delivery Supports Family Priorities** – April Hearron (RC for Region 7 – Shreveport Area): Three groups are currently working on assignments to support the creation of a fidelity tool for early intervention visits in childcare centers.  The Baton Rouge group is tasked with looking at the law and the EarlySteps policy and procedure manual and matching those with DEC Recommended Best Practices.  April and Penny are tasked with looking for fidelity tools already in existence and also pinpointing which DEC Recommended Best Practices apply to the childcare setting.  The Lafayette group is tasked with looking at the EarlySteps practice manual and pinpointing all policies that pertain to childcare settings and matching these with the DEC Recommended Best Practices.  We will then all come together at the April meeting and review what we have found in order to determine how best to create the new fidelity tool.
2. **Team Based Practice Supports** – Timothy Butler (RC for Region 3 – Lutcher Area)

The Teaming Workgroup met on 1/09/20 and the group discussed the latest results of piloting the Teaming Fidelity Tool. The group shared on how the tool can be used as an agenda during the meeting and also helps with the flow of the meeting. Ms. O’Neal with The Arc of Greater New Orleans uses the attached form as a guide to when the meeting should be scheduled and generally what should take place. The group then discussed Item 3 on the Fidelity Tool and recommended more examples needed. The group also shared that they had problems scoring Item 13 which will be discussed further on the conference call/webinar that will be scheduled in sometime in March. A discussion then took place on how often the tool should be used during an observation of a Family Service Coordinator. The options discussed were once a quarter or twice a year. Some discussion took place on the experience of the Family Service Coordinator could determine how often the observation could take place.

**V. Other Business**

1. ICC Questions, Comments, Concerns
* Mileage Reimbursement for EarlySteps Providers (**Discussion**)– *Member, Kathryne Hart posed a concern that part of the issue with enrolling providers is that providers may need to be reimbursed mileage for traveling to rural areas to serve children.*
* Cindy Champagne (Special Instructor for Visually Impaired) *also explained the strain on her to travel so much throughout the state because there are very few providers who provide the services that she does and because visually impaired is a low incidence impairment.*
* There was a discussion on the rate structure for service providers. The rates are inclusive, which means designed with mileage built into the structure.
* Bambi suggested that the Council advocate for a change in the rate structure and/or travel reimbursement. Jennifer Hannon agreed that the system is intrinsically imbalanced.
* The Council can begin to advocate for increased rates and mileage reimbursement for providers. Members and Stakeholders can begin to talk with new Legislators about the EarlySteps program.

***Motion made by Angela Lorio for executive committee to develop a one page talking points to be distributed to stakeholders for potential meetings with legislators. Seconded by Fiona Ritchey. Motion Carried.***

1. **Agency Updates**

**OPH (Fiona Ritchey)** – working on another copy of the Early Childhood Risk and Reach Report. Should be released in October 2020. Fiona will keep the Council posted on the progress.

**LDOE (Leslie Doyle)** – they were awarded the Preschool Development Grant, $33 million over three years. Sixty percent (60%) will be dedicated to funding high quality childcare seats for birth to three.

1. **Public Comments**

 Region 9 gained a Certified Orientation Mobility Specialists from Texas.

**VII. Adjournment**

* **Motion to adjourn by Fiona Ritchey, seconded by Tracy Barker. Motion Carried.**