**State Interagency Coordinating Council (SICC)**

**Quarterly Meeting Minutes**

**Date:** Thursday, April 11, 2019

**Time:** 1:00 p.m. – 3:00 p.m.

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

**Members Present:**

Tracy Barker

Mike Billings

Rebecca DeLaSalle

Jennifer Hannon

Antiqua Hunter

Angela Lorio

Shanida J. Mathieu

Joy Pennington

Ann Phillips

Bambi Polotzola

Fiona Ritchey

Michelle Roberie

Brenda B. Sharp

Libbie Sonnier-Netto

Sandee Winchell

**Members Absent:**

A. Kaye Eichler

Marc Garnier Soundra T. Johnson

Colleen Klein-Ezell

Charmaine J.

Magee

Patricia H. Smith

Kahree Wahid

**Others present:**

April Hearron

Tracy Crump

Monica Stampley

Diane Pitts

Timothy Butler

Ariana Alexander

Terry Coombs

Joanna Cottrell

Jennifer Johnson

Mary Hockless

Valencia Allen

Kim Williams

Penny Thibodeaux

Holly Bell

Monica Dowden

Valarie Laday

Melanie Washington

April Dunn

Tedra Landreaux

Tomorrow Fondal

Chrissy Kraemer

Casey Ballard

China Guillory

Jamar Ennis

Samantha L. Whitt

Stephanie Post

Paula Mativi

Selina Giuiland

Pamela Newton

Matthew Wallace

Toni Ledet

1. **Call to order**: at 1:05 PM by SICC Committee Chair Shanida Mathieu
2. **Roll Call and Introductions**

**Quorum Present**: 15 of 22 Committee members present (12 required)

**II. Old Business**

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

**Motion to approve January 10, 2019 minutes with revisions by Libbie Sonnier-Neto. Seconded by Tracy Barker. Motion Carried.**

**III. New Business**

1. Chairpersons Report: **Shanida Mathieu**

* The Executive Committee Meeting report was summarized. The Committee discussed the possibility of new committees at a few Council members request. Council members also asked that current and new committee descriptions be better defined and clarified.
* **There was a motion to bring to full Council a recommendation to re-establish the Child Outcomes and Resource Availability Committees with roles and responsibilities or participants defined by Angelá Lorio and seconded by Tracy Barker. Motion carried.**

1. Executive Directors Report: **Melanie Washington** *(see attached report for full details)*

Melanie gave an update on the recommendation for the elimination of Family Cost Participation (FCP). It was decided by Dr. R. Gee that no changes would be made to FCP at this time because LDH has 5 top priorities for funding, including Rate Restoration for Home and Community Based Programs and Intermediate Care Facilities for the Developmentally Disabled.

There was also a recommendation sent to Superintendent John White in a letter requesting that LDOE be inclusive of children with disabilities when considering how to spend the Early Childhood dollars. Superintendent White responded to the letter, stating that LDOE will continue to work with OCDD and other agencies to make sure that they continue to provide the best services to all children, including children with disabilities.

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

Progress toward System Improvement

Brenda Sharp gave an update on the ‘intensive’ designation (rating) for Child Outcomes from the Office of Special Education Programs (OSEP). After submitting the Annual Performance Report and seeing that Louisiana has made major improvements, OSEP will not be following-up with a site visit this summer.

Each workgroup has completed piloting the draft fidelity measures for the core components in the 3 practice areas – family assessment, services supporting family priorities, and team-based practice supports. The tools are now final and ready to use. The plan is to fully implement the tools during Spring 2019.

LDH is requesting an additional state general fund allocation of $2.7 million for EarlySteps for the 2019-2020 fiscal year to cover growth/utilization-related expenses. The request is part of the administration’s budget.

LEAD-K Task Force—Brenda Sharp—LEAD-K was formed from the (bill?) to address the language needs of children who are deaf/hard of hearing (D/HH). The report is complete and LDE and LDH have finalized their response to the recommendations. EarlySteps will incorporate the recommendations into its work scope. For example, the new EarlySteps Evaluator workgroup will address including language assessment process for children who are deaf/hard of hearing.

1. **SSIP Committee Reports**
2. **Family Assessment Workgroup –** Monica Stamply (EarlySteps COS)

Family Assessment (FA) Workgroup meeting / activity held:

On 4/11/19, the Family Assessment Workgroup met in Baton Rouge. SPOEs in Regions 3, 4, 5, 6 and 10 will continue with the implementation phase by completing the Fidelity Tools and submitting them to their respective Regional Coordinator. The Family Assessment work plan has been updated. All members of the Family Assessment Workgroup have received a copy of the Family Assessment work plan, practice profile and a copy of the DEC Recommended Practices.

Next Steps:

No follow-up conference calls have been scheduled at this time. Family Assessment workgroup members are available to provide support and resources as needed during the implementation process. Completed fidelity tools are to be turned in to the Regional Coordinator in each represented region. It is the responsibility of the Regional Coordinator to provide the completed documents to Brenda Sharp.

1. **Service Delivery Supports Family Priorities** – April Hearron (RC for Region 7 – Shreveport Area)

Today we concentrated on finalizing our Fidelity Tool and scoring system. Providers were able to attend the workgroup meeting today and provide feedback on the Tool. We made a few adjustments to the scoring system that will better reflect the quality of the home visit. The group will send in a few more examples for certain practices to Toni Ledet by 5/10/19. With information received we will finalize our Fidelity Tool.

1. **Team Based Practice Supports** – Timothy Butler (RC for Region 3 – Lutcher Area)

The group met on April 11, 2019. 14 individuals attend the meeting. The result of the initial implementation of the Teaming Fidelity Tool was reviewed with the group. The group was generally pleased with the results. Some suggestions were made by the Family Service Coordination Agencies and System Point of Entry Agencies implementing the Teaming Fidelity Tool to revise certain sections of the Tool which were completed and the revised version of the tool was forwarded to the agencies. The same agencies also agree to pilot a combine version of the Notice of Action/Team Meeting Minute Form for the next three months which will be discussed at our next workgroup meeting along with the results of the continued implementation of the Teaming Fidelity Tool. The Teaming Work Group next scheduled meeting is July 11, 2019 at 9:30am.

**V. Other Business**

1. **Orientation**

Orientation will continue to be held annually in November. Online webinars will be created for members to be orientated and updated in addition to the annual orientation. Professional (Member) development will be held each quarter at the SICC meetings during the lunch hour. Lunch will be provided.

1. **Bylaw Discussion**

Bylaws were reviewed after final changes. No changes suggested.

1. **Public Comments**

Helen Monic retired from EarlySteps, December 2018, after providing service for over 15 years and 38 years in the business.

April Dunn asked about the possibility of having different and separate committees. It was explained that SICC will work to get clearer descriptions and understandings of the current committees and attempt to make those work. Also, two past committees may be re-established.

**Libbie Sonnier-Netto motioned to re-establish the Child Outcomes Committee and the Resource Availability Committee. It was seconded by Angelá Lorio. Motion Carried.**

**VII. Adjournment**

* **Motion to adjourn by Angelá Lorio, seconded by Jennifer Hannon. Motion Carried.**