**State Interagency Coordinating Council (SICC)**

**Quarterly Meeting Minutes**

**Date:** Thursday, April 12, 2018

**Time:** 1:00 p.m. – 3:00 p.m.

**Location:** Claiborne Building, Louisiana Purchase Room 1-100

**Members Present:**

Sandra Beech

Rebecca DeLaSalle

Marc F. Garnier

Colleen Klein-Ezell

Angela G. Lorio

Shanida J. Mathieu

Joy J. Pennington

Bambi D. Polotzola

Michelle Renee

Michelle Roberie

Brenda Barron Sharp

Anitra Williams *(proxy for Kahree A. Wahid)*

Sandra B. Winchell

**Members Absent:**

Tasha Pulley Anthony

Mike Billings

Anna Kaye Eichler

Gwendolyn Gene

Darrin Harris

Soundra T. Johnson

Danita Leblanc

Charmaine Jarvis Magee

Dionka Pierce

Nina Seneca

Patricia Haynes Smith

Allison Young

**Others present:**

 April Hearron

 Tracy Crump

 Monica Stampley

 Steven Ivey

 Kelly McGehee

 Diane Pitts

 Timothy Butler

 Ariana Alexander

 Ann Phillips

 April Dunn

 Sissy Raque

 Torrie Keller

 Chrissy Kraemer

Casey Bellard

Hattie Brown

Jennifer Joseph

Dominique Smith

Briana

Toni Ledet

Terry Coombs

Mary Hockless

Wanda Stroud

Helen Monic

Valencia Allen

Rebecca Walker

Anthony Stafford

Derraniece O’Neal

Joanna Cottrell

Carolyn Bienemy

Jackie Nickels

Penny Thibodeaux

Kelli Morgan

Joyce Ridgeway

Chardell Young

Lisa Pierron

Monica Dowden

Brian Jakes

China Guillory

Valerie Laday

Melanie Washington

I. **Call to order**: at 1:06 PM by SICC Committee Chair Sandra Beech

II. **No Quorum Present**: 12 of 25 Committee members present (13 required)

III. **Introductions**

1. **Old Business**
2. Review of Minutes from Past Meetings:Minutes of the January, 25, 2018 Quarterly Meeting were reviewed but could not be approved due to the lack of a quorum.
3. **New Business**
4. Executive Directors Report: **Melanie Washington** *(see attached report for full details)*
* SICC Director will be highlighting one EarlySteps Regions in the GODA newsletter each month. The story will be provided by the assigned region.
* The Louisiana Children’s Trust Fund’s Day at the Capitol is today.
* Documents for the SICC have been created or updated as requested. Members now have access to all SICC Meeting dates, times, and places; RICC Quarterly meeting schedule, SICC member information spreadsheet; SICC Member attendance for 2018.
* There are two vacancies on the council, one for a private provider and one for a public provider.
* Melanie Washington provided all of the meetings that she attended this past quarter. See the full report for a detailed list.
1. Lead Agency Report: **Brenda Sharp** *(see attached report for full details)*
* The SSIP Narrative for Year 2, Phase III was emailed out to everyone. The narrative has really important information so please review it. It has descriptions of the work that was done, results of the work that has been done and improvements. Year 3 starts today, April 12, 2018. The next steps were discussed.
* Budget Spreadsheet, 3rd quarter was reviewed. The Error from the last report at the January 25, 2018 Quarterly Meeting were corrected in this report.
* The Cost Participation for families was discussed. No families’ services have been suspended at this time. The efforts to collect are paying off because the amount of collections is growing each month.
* EarlySteps is working closely with Representative Patricia Smith on [HB 676](http://www.legis.la.gov/legis/ViewDocument.aspx?d=1081697) *(Creates the Early Childhood Care and Education Commission and pilot programs for community early childhood care and education networks)* and [HB 199](http://www.legis.la.gov/legis/ViewDocument.aspx?d=1081711) (*Creates Language Equality and Acquisition for Deaf Kids (LEAD-K) Task Force to develop framework for assessing children who are deaf or hard of hearing to determine language skills and ensure kindergarten readiness) .* **You can click on the bill to learn more.**
* A round of Provider Monitoring was just completed. It has resulted in some corrective actions and service payments have been recouped in some instances. A new round of monitoring is starting now.
* There is a child count summary included in the report.
1. **SSIP Committee Reports**
2. **Family Assessment Workgroup –** Monica Stamply (EarlySteps COS)

The Family Assessment Workgroup reviewed the Practice Profile, concentrating on the core activities developed by three sub workgroups in March. The document, “Reaching Potentials through Recommended Practices Observation Scale – Home Visiting”, was reviewed and scored with a fidelity tool. The purpose of this activity was to help prepare for the next steps of developing a fidelity tool specific to Family Assessment. Members of the workgroup are scheduled to meet in Baton Rouge on 5/9/18 for the purpose of drafting a fidelity tool specific to Family Assessment.

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

Last Quarter the Supports and Service Delivery Work Group worked on completing the Practice Profile to include core activities for home visiting and child care visit along with the DEC Recommended Practices numbers they represented. To complete this work, we had 2 whole group conference calls where we divided into 3 sub-groups with assignments to work on different sections. Each sub-group also had 2 conference calls to complete their assignments. All work was submitted to Toni where it was consolidated into the Practice Profile. At today’s meeting we reviewed the Practice Profile with the core activity information from all sub-groups included. After review, it was agreed that no further action was needed on the Practice Profile at this time.

Also, at today meeting we completed an activity “Rate a Fidelity Tool” where we reviewed the fidelity tool, “Reaching Potentials through Recommended Practices” and rated it as a group. This activity assisted the group to see the big picture and transition to thinking about the work needed to develop an EarlySteps fidelity tool. All the work we have done over the pass months and this activity brought us to where we are which is knowledgeable about the information and processes needed to accomplish this task.

The group then decided next steps for beginning to develop an EarlySteps Services and Supports Fidelity Tool for home visiting would be to work individually and in sub-groups to determine 1) if any additional DEC Topic Areas that were not used in RP2 should be added to our fidelity tool; 2) the practices that are key features for each topic; 3) the examples that are observable, measurable, and teachable for each practice. We will be having conference calls as needed throughout the next quarter to accomplish our work.

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

Workgroup met with Family Service Coordinators and the Supervisors/Owners of the different agencies throughout the state. A total of 25 individuals attended the meeting and Ms. Sharp led the discussion. Ms. Sharp updated the attendees on the progress the workgroup has made in identifying the areas targeted for improvement along with the bright spots of the current teaming and collaboration process. The Practice Profile was then presented to group along with a brief update on the progress of all three work group and the target areas they were covering. Then a discussion took place on the results of the interview with 16 Family Service Coordination Agencies throughout the state that were conducted by the Regional Coordinators where four questions were ask: What forms or documents the agencies are currently using for teaming that are not in the practice manual? How are new Family Service Coordinators trained? The process the Family Service Coordination Agencies use for teaming? How does the supervisor document supervisions with the Family Service Coordinators in regards to team meetings and the barriers that affect teaming? The answers to the questions were then reported to the group and additional information was solicited from the group. Most agencies seemed to use the EarlySteps forms and follow the current process established for teaming. The trainings used were the EarlySteps Modules along with shadowing more established Family Service Coordinators. The teaming process the agencies followed was mostly the policies in the EarlySteps practice manual. The supervision that was reported was the requirements in the EarlySteps practice manual. The barriers that were identified were mostly difficulties in scheduling with the family and getting participation from the providers along with excessive paperwork. A question was then asked about what EarlySteps needs to have in place to support effective teaming efforts in the Regions? The agencies then provided feedback about using the Division for Early Childhood recommended practices along with Division for Early Childhood checklist and training concentrating on Teaming and Collaboration. They also suggested that a flowchart would be helpful along with the team decision form. Then a discussion took place on the three Divisions for Early Childhood Teaming and Collaboration Checklist and there use with EarlySteps. The group suggested using them as guide in a discussion on the creation of a checklist that could be used by EarlySteps for teaming and collaboration. Seven agencies agreed to pilot the new checklist as well as the process to see if it meets the criteria for effective teaming. The workgroup has scheduled a conference call for Friday, May 4, 2018 10:30am to 12:30pm to take part in an exercise in rating a fidelity instrument which will assist the workgroup in developing their own instrument that meets the need of effective teaming.

1. **Other Business**
2. **Orientation Structure –** A survey will be sent out to SICC members so that they can determine the structure of orientation.
3. **Bylaw Discussion –** Changes will be made to the bylaws based on suggestions from the January 2018 Quarterly Meeting and other subsequent suggestions and sent out to SICC Members for review at least 30 days prior to the July 2018 Quarterly Meeting.
4. **FY 18 Budget Discussion –** In reference to the fiscal cliff, EarlySteps is not expecting any changes to their budget. However, it is being followed closely because changes can happen between now and June 30, 2018.
* The budget deficit/fiscal cliff is now at $648 million because $346 million was recognized due to changes in the federal tax laws. The Impact on LDH is great because of the federal match requirement. The impact on everyone will be drastic. The speaker of the house stated that he believes they can get a budget out even with the $648 million shortfall. This will be detrimental to people with disabilities around the state.
1. Public Comments
* April Dunn, Coordinator of Governors Office of Disability Affairs – Is this budget crisis going to impact people currently on the waiver or just people on the waiting list?
* Bambi Polotzola: It’s going to affect everyone. The Governor will make suggestions on how to allocate the dollars that have been recognized. The commissioner recommended to fully fund the NOW waivers but there is a provision for income which if you make over a certain income and get waivers or Medicaid, adults may lose the NOW waiver. This could affect over 50% of the people on waivers.
* People who live in residential facilities will also be affected. These two issues are number 5 on the priority list.
* Angela Lorio asked that people send in their stories to the legislators so that they understand the impact.
* Angela Lorio’s son, John Paul, had airway reconstructive surgery. He will get his trach out in about a month if all heals well. She asked for prayers.

**Chairperson, Sam Beech, adjourned meeting**