**State Interagency Coordinating Council (SICC)**

**Quarterly Meeting Minutes**

**Date:** Thursday, January 10, 2019

**Time:** 1:00 p.m. – 3:00 p.m.

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

**Members Present:**

Tracy Barker

Rebecca DeLaSalle

Anna Kaye Eichler

Jamar Ennis (proxy for Bambi Polotzola)

Jennifer Hannon

Antiqua Hunter

Angela Lorio

Shanida J. Mathieu

Joy Pennington

Ann Phillips

Brenda B. Sharp

Patricia H. Smith

Libbie Sonnier-Netto

Sandee Winchell

**Members Absent:**

Mike Billings

Marc Garnier Soundra T. Johnson

Colleen Klein-Ezell

Charmaine J. Magee

Kahree Wahid

Allison J. Young

**Others present:**

 April Hearron

 Tracy Crump

 Monica Stampley

 Diane Pitts

 Timothy Butler

 Ariana Alexander

Terry Coombs

Joanna Cottrell

Toshia Laing

Peyton Fisher

Jennifer Johnson

Mary Hockless

Valencia Allen

Kim Williams

Penny Thibodeaux

 Holly Bell

Joyce Ridgeway

Lisa Pierron

Monica Dowden

Valarie Laday

Melanie Washington

April Dunn

Tedra Landreaux

Deborah Fontenot

Tomorrow Fondal

Anthony Stafford

Chrissy Kraemer

Derraniece O’Neal

Nicole Meyers

Ashley Casteel

Casey Bellard

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

 **Quorum Present**: 14 of 23 Committee members present (12 required)

**II. Old Business**

1. **Review and Approval of Minutes from Past Meetings**:Minutes of the October 11, 2018 quarterly meeting were reviewed.

**Motion to approve October 11, 2018 minutes with revisions by Sandee Winchell. Seconded by Representative Patricia Smith. Motion Carried.**

**III. New Business**

1. Chairpersons Report: **Shanida Mathieu**
* The Executive Committee Meeting report was summarized. There was one recommendation made in this meeting:

*Mary Hockless motioned that the lead agency, EarlySteps, form a committee to address improvements in the eligibility determination and ongoing assessment processes in EarlySteps and the information will be reported to the Council. Kahree Wahid seconded. Motion carried.*

1. Executive Directors Report: **Melanie Washington** *(see attached report for full details)*
* There were three council members that resigned from the Council. Two were due to changes in job positions: Danita Leblanc (OBH) and Dionka Pierce (OPH) and one due to work obligations: Nina Seneca (Parent representative).

OBH has selected Jennifer Hannon to replace Danita Leblanc on the Council.

* SICC Orientation was held on November 15th at the Claiborne Building. There were 9 members present, 4 attended via call in, in addition to 2 staff members. The Orientation information was sent out to all members in a PowerPoint presentation via email.
* Executive Director submitted SICC information to be added to the Governor’s Office of Disability Affairs annual report. That report was provided for the Council members.

*There was discussion about what would be appropriate to submit to the Governor based on the federal regulations.*

**Sandee Winchell motioned that Executive Director provide an annual report summary to the Governor with family stories and summarized data from the EarlySteps Annual Report with attachments to the full EarlySteps Annual Report. Seconded by Tracy Barker. Motion carried.**

* On October 31, 2018, SICC representatives (Shanida Mathieu, Bambi Polotzola, Sandee Winchell and Melanie Washington), a past EarlySteps Parent and current EarlySteps Provider (Katie Rambeau) met with LDH Secretary (Dr. Rebekah Gee) and OCDD Assistant Secretary (Julie Foster Hagan via call in) to discuss the recommendation to eliminate Family Cost Participation (FCP) made at the October 11, 2018 SICC Quarterly meeting.

During the discussion, Dr. Gee stated that she was not comfortable with completely eliminating FCP because there are families that can afford to pay for the services. She stated that she would be open to other alternatives such as raising the FPL from 300% to something higher. We were asked to follow-up with Assistant Secretary Hagan and come back to the table with other recommendations.

* On November 2, 2018, the follow-up meeting took place. In attendance were Shanida Mathieu (via call in), Bambi Polotzola, Sandee Winchell, Melanie Washington, Assistant Secretary Julie Foster Hagan, Brenda Sharp, and Bernard Brown. It was decided in this meeting that EarlySteps and OCDD would determine the fiscal impact of having FCP starting at 600% FPL with 3% max family income level and the fiscal impact of having FCP starting at 500% FPL reducing the max family income level to 2.5% or 2%. Brenda Sharp provided information on how many families fell in each FPL bracket.

There will be a follow up meeting scheduled with OCDD and LDH with the Councils recommendation.

*Sandee Winchell expressed her gratitude regarding Dr. Gee being willing to work with the SICC on the issue of families that are struggling to meet the family cost participation. She thanked Executive Director, Melanie Washington and Lead Agency Manager, Brenda Sharp for the work done in getting meetings set up and carried out and requested information provided on the Family Cost Participation recommendation from the Council.*

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

State Systemic Improvement Plan (SSIP)

* Louisiana received its “designation” from the Office for Special Education programs in November. Background: This process assesses the state’s level of “risk” in meeting OSEP’s requirements in the areas of results, compliance, and support. The areas identified for the risk assessment this year are child outcome results, compliance, fiscal and the SSIP. Based on the state’s results in these areas, OSEP then designates each state’s level of engagement or risk in these areas. The levels a state may reach from highest to lowest are Universal, Targeted, and Intensive. Louisiana’s results are:

Child Outcomes: Intensive, Fiscal – Universal, Compliance – Universal, SSIP – Universal.

*Child outcomes received the lowest score. Louisiana has improved on outcomes but received lower scores. OSEP will be conducting a site visit during summer, 2019. Louisiana must continue to participate in Technical assistance (TA).*

DEC Recommended Practices (RPs)

* Ongoing work of the 3 SSIP workgroups to connect the RPs to the practice definitions of the workgroups to the RPs including use of fidelity measures.

**Status**: 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. Pilot results were reviewed with TA providers Grace Kelley and Debbie Shaver the week of November 26. Based on workgroup and TA input, revisions to the tools have been made and shared with the workgroups for their January meetings. State staff propose a roll-out process for moving the use of the tools into full implementation in the Spring, 2019. The process and next steps will be presented to the workgroups in January as well. Part of the roll out includes online training and data collection methods for using the tools.

As part of moving into the Phase 3, Year IV of the SSIP evaluation plan, the lead agency will establish a new workgroup to address improvements in the eligibility determination and ongoing assessment processes in EarlySteps. Toni Ledet will be the staff person assigned by EarlySteps to lead these activities and Jennifer Johnson, the new region 9 Regional Coordinator will participate in the workgroup. The workgroup will use alternative meeting strategies such as webinar-format meetings to minimize the time commitment of our fee-for-service evaluators and providers. Following discussion at the December Executive Committee meeting, the lead agency will assume leadership for this improvement activity rather than adding another SICC workgroup.

Cost Containment/Budget

The January, 2019 Family Cost Participation report is provided. LDH is requesting additional funds for EarlySteps for the 2019-2020 fiscal year to cover growth/utilization-related expenses. The request will proceed to the Commissioner of Administration from LDH for consideration as part of the administration’s budget.

Other Activities

* Over 800 Early Interventionists have updated their background checks as of September 30, 2018. There will be a $1.25 increase in the cost of FBI checks beginning January 1, 2019.
* Jennifer Johnson was selected as the Regional Coordinator for Region 9.
* See full report for LEAD-K updates
* **Follow-up from October SICC meeting:** there have been at least two meetings of a stakeholder group with LDH leadership related to the SICC recommendation to eliminate family cost participation. Brenda Sharp was asked to prepare two sets of data:
* The number of families at each of the Federal Poverty Limit areas beginning at the 300% level and up to the maximum income level
* The fiscal impact of reducing the 3% annual income level which is used to determine the hourly FCP rate and monthly maximum for families at the 2.5% and 2% levels.

This data has been prepared and will be discussed with OCDD leadership followed by discussion with the stakeholder group.

**Discussion:**

*Representative Patricia Smith asked for information about plans for correcting the intensive designation that was given for child outcomes on the System Improvement Plan. Brenda Sharp responded that it has not been determined at this time aside from attending the technical assistance.*

*Representative Patricia Smith discussed the $8 million that Louisiana received for Early Childhood. She suggested writing a letter to Louisiana Superintendent, John White,to request that money be channeled to Early Childhood Programs for children with disabilities from birth to age five.*

**A motion was made by Patricia Smith to write a letter to the Superintendent requesting that Early Childhood dollars are inclusive of children with disabilities and that Early Childhood gaps that affect children with disabilities are addressed. Seconded by Rebecca DeLaSalle. Motioned carried.**

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

The Family Assessment Committee met and reviewed the final version of the “Family Assessment Fidelity Tool”.

The Committee discussed the implementation of the assessment tool. It was decided that we will begin with the System Points of Entry (SPOE) in regions 3, 10, 4, 5, and 6. We talked about how we as a committee could support and provide resources to the SPOEs during the initial implementation process.

We reviewed and updated the Family Assessment Work Plan.

We also talked to prospective new committee members that visited our meeting. We discussed how we could recruit members and the benefits of recruiting a provider/evaluator to the committee.

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

The Service Delivery Group reviewed the final revisions of our fidelity tool.  We liked the streamline of the examples given and the change from the 3pt to 4pt scale.  We will follow-up with Toni Ledet for clarification on scoring, but otherwise we liked the changes.  We reviewed the rollout/timeline process for all 3 groups Fidelity Tool.  The Home Visiting Fidelity Tool will begin with observation of our newly enrolled providers.  Our work plan was updated to include “Collection of Data” after the use of our Fidelity Tool.  Our only need is provider representation.

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

See attached chart.

1. **Nominating Committee**
* The Nominating Committee Meeting report was summarized. There were two recommendations made at this meeting. There was an Executive Officer slate recommended:
1. *Sandee Winchell motioned that the SICC officer nominees be Angela Lorio for Vice Chair, Bambi Polotzola for Secretary, Mike Billings for Parliamentarian, and Michelle Roberie for Parent-at Large. Tracy Barker seconded. Motion carried.*
2. Bylaw changes include adding language to Article IV, Sections 3 &4 that described the nominations and elections process of officers in more detail.

*Tracy Barker motioned to add recommendation to change bylaws at the full council meeting. Sandee Winchell Seconded. Motion carried.*

* **Election of Officers**

The Council accepted the slate of officers as nominated. There were no nominations from the floor. The slate was voted on and the new officers are: ***Angela Lorio for Vice Chair, Bambi Polotzola for Secretary, Mike Billings for Parliamentarian, and Michelle Roberie for Parent-at Large.***

**V. Other Business**

1. **Orientation -** SICC Orientation will resume at the April Quarterly meeting during lunch period and lunch will be provided. Topic to be determined.
2. **Bylaw Discussion –** Recommended changes at nominating committee to add a process for elections and a nominating committee were discussed.

**Patricia Smith motioned to accept the bylaw changes. Sandee Winchell seconded. Motion carried.**

1. **Public Comments**

April Dunn suggested adding rules to the bylaws that addresses members who miss 3 meetings per year.

**VII. Adjournment**

* **Motion to adjourn by Joy Pennington, Seconded by Tracy Barker. Motion Carried. Meeting adjourned at 2:26 p.m.**